

Te Pūnaha Hihiko:
Vision Mātauranga Capability Fund

Call for Proposals

2019 Investment Round



MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT
HĪKINA WHAKATUTUKI

newzealand.govt.nz

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Mā te rongo ka mōhio
Mā te mōhio ka mārama
Mā te mārama ka mātau
Mā te mātau ka ora

*Through perception comes awareness
Through awareness comes understanding
Through understanding comes knowledge
Through knowledge comes well-being*

Te Pūnaha means system or group: the connection point; careful consideration

Hiiiko means to be inspired, to be switched on and willing

Mātauranga in the fund's name means knowledge in a broad sense compared to the more specific *mātauranga Māori*

Mihi

Tēnā koutou

Hikina Whakatutuki/The Ministry of Business, Innovation and Employment invites applications to be considered for funding from Te Pūnaha Hihiko: Vision Mātauranga Capability Fund.

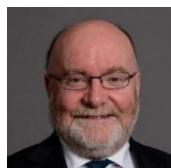
Te Pūnaha Hihiko: Vision Mātauranga Capability Fund invests in activities that strengthen capability and networks between Māori organisations and the science and innovation system, to deliver benefit to Aotearoa.

This Call for Proposals provides you with information on how to apply to the fund, how your application will be assessed, what happens if your application is successful, and how to contact us for assistance with the application process.

Ko te tūmanako he āwhina i roto
Nā mātou, nā Hikina Whakatutuki



Dr. Max Kennedy



MANAGER, Contestable Investments,
Science System Investment and Performance
Ministry of Business, Innovation & Employment

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Te Pūnaha Hihiko: Vision Mātauranga Capability Fund

The Ministry of Business, Innovation and Employment (MBIE) invites proposals to Te Pūnaha Hihiko: Vision Mātauranga Capability Fund (the Fund). This Call for Proposals provides you with information about how to apply, how your proposal will be assessed and the contracting process.

MBIE funds projects through two investment schemes – **Connect Scheme** and **Placement Scheme**.

TE PŪNAHA HIHIKO: VISION MĀTAURANGA CAPABILITY FUND	
AIMS	SCHEMES
<ul style="list-style-type: none"> • Strengthen capability, capacity, skills and networks between Māori and the science and innovation system • Increase understanding of how research can contribute to the aspirations of Māori organisations and deliver benefit for New Zealand 	CONNECT SCHEME Seeks to build new connections between Māori organisations and the science and innovation system
	PLACEMENT SCHEME Seeks to enhance the development of an individual(s) through placement in a Partner organisation

More information on each scheme and the scope and conditions of the work programmes that the fund will support is detailed in the [Te Pūnaha Hihiko: Vision Mātauranga Capability Fund Investment Plan 2018](#).

The Four Themes of the Vision Mātauranga Policy

The purpose of the Vision Mātauranga policy is to provide strategic direction for government's investments in science and innovation, focusing on four themes¹:

1. **Indigenous innovation** – Contributing to economic growth through distinctive science and innovation
2. **Taiao** – Achieving environmental sustainability through iwi and hapū relationships with land and sea
3. **Hauora/Oranga** – Improving health and social wellbeing
4. **Mātauranga** – Exploring indigenous knowledge and science and innovation.

¹ The full Vision Mātauranga policy is available at <http://www.mbie.govt.nz/info-services/science-innovation/pdf-library/v-m-booklet.pdf>.

What Funding is Available?

In the Te Pūnaha Hihiko: Vision Mātauranga Capability Fund 2019 investment round approximately \$2.0 million (*excluding GST*) per year is available to fund successful proposals.

The work programme term is up to two years for both schemes although it is not a requirement to apply for the full funding available or the full two year project term.

SCHEMES	INDICATIVE TOTAL FUNDS AVAILABLE (<i>excluding GST</i>)	MBIE FUNDING PER PROPOSAL (<i>excluding GST</i>)	PROJECT TERM
Connect	\$2.0 m per year across both Placement and Connect Schemes	Up to \$100,000	Up to 24 months
Placement		Up to \$180,000	Up to 24 months

¹ Project costs must be solely and directly related to the project work programme. This can be used to cover costs towards the work programme development, delivery, and operating costs (including travel). Capital expenditure is not funded.

Co-Funding Requirement

Proposals must be from a Research organisation/individual researcher **and** a Māori organisation, with one taking the lead (the “*Contracting organisation*”) and the other in a partnership role (the “*Partner organisation*”). MBIE funding is contingent on a co-funding arrangement with either the *Contracting* or the *Partner organisation*, but this is different for each Scheme and described in the table below. Additional co-funding received from other parties will not result in an increase to MBIE’s contribution.

SCHEMES	CO-FUNDING REQUIREMENTS	EXAMPLES
Connect	The Contracting organisation must provide a minimum of one third of the requested MBIE contribution.	If the proposal is requesting \$100,000 from MBIE, then \$33,334 co-funding from the Contracting organisation is required ¹ .
Placement	The Partner organisation must provide a minimum of one third of the requested MBIE contribution.	If the proposal is requesting \$180,000 from MBIE, then \$60,000 co-funding from the Partner organisation is required ¹ .

¹All values exclude GST.

To determine the minimum amount of co-funding required, divide the requested MBIE contribution by three.

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Both cash and in-kind contributions are eligible co-funding and these reflect a tangible commitment to the project by the organisation.

- > **Cash co-funding** is cash received from an organisation that contributes directly to your proposal. This cash:
 - does not include money you may receive after the end date of the project.
 - must be essential to the achievement of the work programme and be genuine cash funding for the proposed project.
 - is not money from which an income is derived or that can be returned to the funder.
- > **In-kind co-funding** is a non-cash contribution that contributes directly to your proposal. This may include:
 - the use of equipment, staff time or access to data.
 - actual personnel costs incurred by the Partner organisation, for example, staff costs met by the Partner organisation for an individual who has been placed, or for the mentoring or supervision of the individual who has been placed.

The value of in-kind co-funding should, in most cases, be the actual cost paid by the co-funder. If necessary, the value may be estimated using either the usual cost of the good or service as advised by the provider or, if the item is not generally traded, your estimate of the out-of-pocket costs sustained by the provider in making the good or service available to you.

You will need to show how your in-kind co-funding has been calculated.

Who Can Apply For Funding?

For a proposal to be considered for assessment for either the Connect Scheme or Placement Scheme, it must meet the eligibility criteria for proposals set out below. Proposals that MBIE considers do not meet these criteria will be declined for funding on eligibility grounds.

To be eligible for funding, proposals must:

1. Be made by a single legal entity that is a Māori organisation, Research organisation or individual researcher.

A **Māori organisation** is defined as an organisation that identifies itself as Māori and uses (*or wishes to use*) research, science and technology or related activities.

A **Research organisation** is defined as an organisation that has the internal capability to carry out research, science and technology or related activities. Government departments (as defined in Schedule One of the State Sector Act 1988) are not considered to be Research organisations and are not eligible to apply for this funding.

An **individual researcher** is defined as a person operating on his or her own, and is not employed by a Research organisation, with the capability to carry out research, science and technology or related activities.
2. Include both a Research organisation/individual researcher and a Māori organisation, with one or the other taking the lead as Contracting organisation and the other as Partner organisation.

A relationship must not be solely between the applicant and an organisation that is either a parent entity, subsidiary, or co-subsidiary of another organisation; or between departments within a single organisation (*for example, a tertiary institution*).
3. Be for activities that fit one of the two schemes, and the requirements of one of the two schemes as set out in the 2018 Te Pūnaha Hihiko: Vision Mātauranga Capability Fund Investment Plan. For Placement Scheme, a proposal must name the individual(s) who will be the placement person(s).
4. Not be for activities for the same purpose already funded by any government agency.
5. Not include any full-time tertiary or school students.

Proposals with work programme activities that are eligible for funding from the Ministry of Education, or Unlocking Curious Minds are a poor fit for the Te Pūnaha Hihiko: Vision Mātauranga Capability Fund.
6. Address one or more Vision Mātauranga themes, and not solely address hauora/health.

The MBIE-led investments outlined in the Investment Plan and the Health Research Council (HRC) investments are designed to complement each other. To avoid duplication with the investments made by the HRC, MBIE does not provide funding for programmes exclusively relevant to the health/hauora area. Proposals where hauora improvements are part of a much broader suite of outcomes will be considered.
7. Be for activities the majority of which are to be undertaken in New Zealand, unless MBIE considers there are compelling reasons to consider the proposal.

If the majority of the work programme will not be carried out in New Zealand, then explain in the proposal the reasons for this and why they are compelling. If a work programme is to have significant linkages with indigenous knowledge practitioners in other countries, demonstrate how this will be of benefit to New Zealand.
8. Be submitted via MBIE's online portal and meet any applicable timing, formatting, content or other administrative requirements set out by MBIE.

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The Application and Assessment Process

This section outlines the proposal and assessment process, timeline for proposals, and the funding available for investment.

The Application Timeline

The following details the processes in the application timeline.



*All dates are NZ Standard Time
Any change to key dates will be notified via an MBIE Alert e-newsletter.*

How Do I Apply For Funding?

Proposals are entered and submitted in MBIE’s Investment Management System (IMS) – a secure online portal. Before developing your proposal, you are encouraged to consider the eligibility criteria, the assessment criteria, and the terms and conditions relating to this Call for Proposals.

The proposal template on page 11 provides guidance on how to prepare your proposal and the information you are required to provide. The *Submitting your Proposal* section on page 20 provides detailed instruction on how to then enter your proposal into the IMS portal and submit it to MBIE.

The information in your proposal is used for assessment, and forms the basis of the contract for successful projects. We recommend you use the template provided to draft the required information in a word processor of your choice and then when ready to submit, copy and paste the necessary segments into the appropriate IMS portal fields and upload your supporting documentation where directed.

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 then invited to enter their diversity data. For more information, see our [Diversity Statement](#).

² For more information on the workshops, see <https://www.erere.maori.nz/e-news-1>.

Key Reference Documents

When developing your funding application, we encourage you to consult these following key reference documents:

- > [Te Pūnaha Hihiko: Vision Mātauranga Capability Fund Investment Plan 2018](#): the government's strategy for investment from Te Pūnaha Hihiko.
- > 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.

See the [Te Pūnaha Hihiko: Vision Mātauranga Capability Fund webpages](#) on MBIE's website for a full list of reference documents.

The Assessment Criteria

An assessment panel will assess Connect and Placement Scheme proposals against the following criteria. Each criterion has a 25 per cent weighting.

TE PŪNAHA HIHIKO: VISION MĀTAURANGA CAPABILITY FUND PROPOSAL ASSESSMENT CRITERIA		WEIGHTING
EXCELLENCE	DEVELOPMENT OF PEOPLE, RELATIONSHIPS, AND SKILLS	25%
	Key question: To what extent are longer-term skills, capability, networks, relationships and research opportunities likely to emerge and be sustained from the proposed work programme?	
IMPACT	ABILITY TO DELIVER	25%
	Key question: What is the likelihood that the proposed outputs of the work programme will be achieved?	
IMPACT	VISION MĀTAURANGA OUTCOMES	25%
	Key question: To what extent does the proposal support the Vision Mātauranga policy and support unlocking the science and innovation potential of Māori knowledge, resources, and people for the benefit of New Zealand?	
IMPACT	BENEFITS TO RESEARCH, SCIENCE AND TECHNOLOGY	25%
	Key question: How will the increased capability, capacity, skills and networks benefit the research, science, and technology sector, and achieve the objectives and outcomes of the Vision Mātauranga policy?	

In addition to the criteria above, assessment and funding decisions will also take account of the overall mix of investments, the extent to which proposals achieve the aims and objectives of Te Pūnaha Hihiko: Vision Mātauranga Capability Fund, and value for money.

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Conflicts of Interest

MBIE will publish the names of Assessors on the [Te Pūnaha Hihiko: Vision Mātauranga Capability Fund webpages](#) before your application is assigned to Assessors. If you identify that an Assessor has an actual, potential or perceived direct or an indirect conflict of interest, you must notify MBIE by emailing VMCF@mbie.govt.nz with the details for further discussion.

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, or
 - 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 proposal:

- > have confirmed their personal details and the nature and level of their involvement in the work described in the proposal is correct, and
- > 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 Commons³ 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 works produced.

³ 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/>.

Funding Decisions and Contracting

The Decision Making Process

MBIE's Deputy Chief Executive, Labour, Science and Enterprise will make the final investment decisions on which proposals will be funded and may:

- > set pre-contractual conditions which must be met before the investment is contracted.
- > set special conditions in addition to the general terms and conditions set out in the Te Pūnaha Hihiko: Vision Mātauranga Capability Fund Investment Contract.
- > vary the proposed term of a proposal, either by setting a different term to that proposed or by stage-gating the investment, for example by requiring certain conditions to be met at a point in the term, before the proposal is funded for the full term applied for.
- > vary the funding allocated from that proposed and require performance indicators to be negotiated to MBIE's satisfaction to reflect the changed funding.

MBIE will advise the proposal's contact person of the funding decisions in May 2019. Decisions will be announced on MBIE's website and via a press release.

The Contracting Process

If MBIE's Deputy Chief Executive, Labour, Science and Enterprise decides to invest in your proposal, MBIE will enter into an Investment Contract and an associated Work Programme Agreement with your organisation (subject to any pre-contractual conditions being met).

Contracts will be sent to the designated contact person on the proposal after the announcement of the investment decisions. The contracts must be signed and returned to MBIE within one month of receiving the contract from MBIE.

The terms and conditions of the Te Pūnaha Hihiko: Vision Mātauranga Capability Fund Investment Contract will apply to the provision of funding agreed between MBIE and the Contracting organisation. By submitting a proposal, you are agreeing to the terms and conditions of the Te Pūnaha Hihiko: Vision Mātauranga Capability Fund Investment Contract. A sample contract is available on the [Te Pūnaha Hihiko: Vision Mātauranga Capability Fund webpages](#).

Funding Payments and Reporting Requirements for Successful Applicants

The contract holder must manage the funding to ensure delivery of the contracted work programme and adhere to any reporting requirements. Funding provided by MBIE will be provided as follows:

- > 50% at the start of the work programme,
- > 40% at the mid-point (after submission of a progress report to MBIE's satisfaction), and
- > 10% on completion of the work programme (after submission of a final report to MBIE's satisfaction).

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The following table provides an overview of the contract reporting requirements for contracts.

REPORT TYPE	REPORT DUE DATE	REPORTING PERIOD
Progress Report	One month before the mid-point of the work programme or as otherwise agreed with MBIE	From the start date of the work programme to the last day of the month before the report is due
Final Report	No later than one month after the end date of the work programme	From the start date of the work programme to the end date of the programme

These reports should be prepared jointly and include information provided from both the contract holder and Partner organisation(s), including an attestation letter from the Partner organisation(s) to confirm that the report has been prepared in conjunction with that organisation and that the information contained in the letter is accurate.

The reports should also include information on:

- > the status and progress towards delivering on the Impact Statements, Research Aims, and Critical Steps contracted
- > expenditure
- > co-funding contributions
- > mentoring arrangements
- > key achievements
- > emerging risks and what is being done to address them
- > an assessment of whether or not the work programme has or will lead to further Vision Mātauranga opportunities, the project's success in building skills and networks, and the effectiveness of the overall work programme.

Reports will be submitted in the IMS portal and evaluated by MBIE.

See the Te Pūnaha Hihiko: Vision Mātauranga Capability Fund Reporting Guidelines on the [Te Pūnaha Hihiko: Vision Mātauranga Capability Fund webpages](#) for more detail.

Further Information

Email Application queries: VMCF@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 Alert e-newsletter.

Proposal Template

This template details the information you should cover in your proposal for Te Pūnaha Hihiko: Vision Mātauranga Capability Fund. This is a guide and is not intended to constrain the information you provide. Use it to help gather the information you need to formulate your proposal. An asterisk (*) indicates mandatory information.

Te Pūnaha Hihiko: Vision Mātauranga Capability Fund 2019 investment round Proposals can be submitted to MBIE in the IMS portal from **1 November 2018 until 12 noon, 19 February 2019**.

These dates are subject to change. Any change will be notified via an MBIE [Alert](#) e-newsletter. See page 20 for more detailed IMS portal information.

PROPOSAL TEMPLATE

INFORMATION REQUIRED

WORD LIMIT

*This is a guide and is not intended to constrain the information you provide. An * indicates mandatory information.*

SUMMARY

***Full title** Provide a descriptive name for your proposal.

***Number of years funding** Specify the number of years you are requesting funding (either 1 or 2 years).

***End date** Specify the end date for the work programme. Note that work programmes must start on 1 June 2019 and can run for up to two years.

***Partner organisation(s)** Provide the full name of the Partner organisation(s).

***Organisation category** Specify the category that best describes your organisation and also the category that best describe your Partner organisation(s).

- > University
- > Crown Research Institute
- > Individual Researcher
- > Company
- > Wānanga
- > Polytechnic
- > Other Tertiary Provider
- > Iwi/Hapū
- > Trust
- > Post Settlement Governance Entity
- > Other

***Research location** Provide the locations of the Contracting and Partner organisation(s).

PROPOSAL TEMPLATE

INFORMATION REQUIRED

WORD LIMIT

*This is a guide and is not intended to constrain the information you provide. An * indicates mandatory information.*

ELIGIBILITY

***Single legal entity** Confirm that the Contracting organisation is a single legal entity able to receive and administer funds from MBIE.

***Research organisation** Tell us which organisation(s) identify as a Research organisation for eligibility.

***Māori organisation** Tell us which organisation(s) identify as a Māori organisation for eligibility.

***Investment scheme** Tell us which scheme you are applying to: either the Placement or Connect Scheme (*not both*).

If you are applying for a Placement Scheme, tell us the name(s) of the individual(s) who will be the placement and provide their CVs with this application.

***Vision Mātauranga themes** Identify the Vision Mātauranga theme(s) that your proposal addresses:

- > Indigenous Innovation: Contributing to economic growth through distinctive research and development
- > Taiao: Achieving environmental sustainability through iwi and hapū relationships with land and sea
- > Hauora/Oranga: Improving health and social well being
- > Mātauranga: Exploring indigenous knowledge and science and innovation

***Government agency funding** Tell us if your proposed work programme contain activities already funded by a government agency, or currently awaiting a funding decision from another government agency.

If applicable, provide the details of the funding agency and areas of overlap in the work programmes.

***Full time student** Tell us if any members of your team are full time tertiary students, or if the work programme activities are targeted towards school students.

Proposals including full time tertiary or school students are ineligible for funding.

***Activity location** Confirm that the majority of activities will be undertaken in New Zealand. If not, and there are compelling reasons for activities to occur outside of New Zealand, please detail these.

***Proposal co-development** Tell us if your proposal has been co-developed with the Partner organisation(s). You will need to provide written endorsement of the work programme. This must be signed by the Contracting organisation and the Partner organisation(s) and state that the work programme has been co-developed by both parties.

PROPOSAL TEMPLATE

INFORMATION REQUIRED

*This is a guide and is not intended to constrain the information you provide. An * indicates mandatory information.*

WORD LIMIT

PAST PROPOSALS

*Past Te Pūnaha Hihiko: Vision Mātauranga Capability Fund proposals	Tell us if either the Contracting organisation or Partner organisation has been successful in any previous Te Pūnaha Hihiko: Vision Mātauranga Capability Fund investment rounds. If: <ul style="list-style-type: none"> > no previous Te Pūnaha Hihiko: Vision Mātauranga Capability Fund funding has been received, state "Not Applicable". > yes, tell us the total number of successful Te Pūnaha Hihiko: Vision Mātauranga Capability Fund proposals from your combined organisations and for each proposal tell us: <ul style="list-style-type: none"> – the project ID – Te Pūnaha Hihiko: Vision Mātauranga Capability Fund funding round (year) – the focus of the project and its outcome – the relevance of the previous project to the current proposal. 	300 words <i>This limit includes words in a table, references and citations</i>
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Project ID	Relevance to the current proposal	Previous funding year	Project focus and its outcome

If the total number of successful applications from your combined organisation is greater than five, only include information for the five **most relevant** proposals.

PROPOSAL

*Public statement	Tell us the story of your research in language understandable to the general public. Briefly explain why your research is needed, how you will achieve your objectives, the benefits you expect your research to deliver and the key beneficiaries of the research. Include if required, publishable contact details. Do not include confidential information, references, hyperlinks, images, video, or audio files.	300 words <i>This limit includes words in a table, references and citations</i>
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*Executive summary	Summarise the overall objective of your research proposal and how you will achieve it, including: <ul style="list-style-type: none"> > why your research is needed (the issue or problem you are addressing) > what you propose to do (your hypothesis and scientific approach) > the results, impacts or outcomes you expect, how they will be achieved, and who will use or benefit from them. 	600 words <i>This limit includes words in a table, references and citations</i>
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The Executive Summary is your opportunity to introduce Assessors and MBIE to your research, the potential impact(s) of that research and your methodology. It should not introduce new material.

Do not include references, hyperlinks, images, video, or audio files.

PROPOSAL TEMPLATE

INFORMATION REQUIRED

*This is a guide and is not intended to constrain the information you provide. An * indicates mandatory information.*

WORD LIMIT

*Post – contract outcomes <p>Describe the expected benefits of the work programme over the longer term, and how these relate to achieving the aspirations of your organisation</p> <ul style="list-style-type: none"> > One year after the programme's end date > Two years after the programme's end date > Five years after the programme's end date <p>Do not include images in your response.</p>	300 words <i>This limit includes words in a table, references and citations</i>						
*Placement Scheme mentoring arrangements <p><i>Applicable to Placement Scheme proposals only.</i></p> <p>Describe the mentoring arrangements that will be used to support the individual(s) delivering the work programme as part of the placement.</p>							
*Assessment criteria <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">*Development of people, relationships and skills</td> <td style="width: 10%; vertical-align: top; text-align: right; padding: 5px;">300 words</td> </tr> <tr> <td colspan="2" style="padding: 5px;"> <p><i>Key Question:</i> To what extent are longer-term skills, capability, networks, relationships and research opportunities likely to emerge and be sustained from the proposed work programme?</p> </td> </tr> <tr> <td colspan="2" style="padding: 5px;"> <p>Tell us:</p> <ul style="list-style-type: none"> > How your proposal will form new relationships and networks between individuals, both Māori and Research organisations. > If these new relationships will lead to longer-term collaborative approaches and benefits beyond the term of the proposed work programme. > What the anticipated longer-term capability and skill development of the individuals involved will be, and if future benefits will be derived from applying those skills after the completion of the proposed work programme. > The extent to which the new relationships or networks will go beyond 'business as usual'. <p>Do not include images in your response.</p> </td> </tr> </table>	*Development of people, relationships and skills	300 words	<p><i>Key Question:</i> To what extent are longer-term skills, capability, networks, relationships and research opportunities likely to emerge and be sustained from the proposed work programme?</p>		<p>Tell us:</p> <ul style="list-style-type: none"> > How your proposal will form new relationships and networks between individuals, both Māori and Research organisations. > If these new relationships will lead to longer-term collaborative approaches and benefits beyond the term of the proposed work programme. > What the anticipated longer-term capability and skill development of the individuals involved will be, and if future benefits will be derived from applying those skills after the completion of the proposed work programme. > The extent to which the new relationships or networks will go beyond 'business as usual'. <p>Do not include images in your response.</p>		<i>This limit includes words in a table, references and citations</i>
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<p><i>Key Question:</i> To what extent are longer-term skills, capability, networks, relationships and research opportunities likely to emerge and be sustained from the proposed work programme?</p>							
<p>Tell us:</p> <ul style="list-style-type: none"> > How your proposal will form new relationships and networks between individuals, both Māori and Research organisations. > If these new relationships will lead to longer-term collaborative approaches and benefits beyond the term of the proposed work programme. > What the anticipated longer-term capability and skill development of the individuals involved will be, and if future benefits will be derived from applying those skills after the completion of the proposed work programme. > The extent to which the new relationships or networks will go beyond 'business as usual'. <p>Do not include images in your response.</p>							
*Ability to deliver <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"><i>Key Question:</i> What is the likelihood that the proposed outputs of the work programme will be achieved?</td> <td style="width: 10%; vertical-align: top; text-align: right; padding: 5px;">300 words</td> </tr> <tr> <td colspan="2" style="padding: 5px;"> <p>Tell us:</p> <ul style="list-style-type: none"> > How the calibre, experience, and skills of all the key individual(s) and partnering organisations involved in your proposal relate to the subject area(s) proposed for the work programme. > Your plan for carrying out the proposed work programme to achieve the intended outcomes, including the proposed approach, staging of the work, resourcing, management arrangements, mentoring and support arrangements, and measures for the mitigation of challenges in the proposed work programme. <p>Do not include images in your response.</p> </td> </tr> </table>	<i>Key Question:</i> What is the likelihood that the proposed outputs of the work programme will be achieved?	300 words	<p>Tell us:</p> <ul style="list-style-type: none"> > How the calibre, experience, and skills of all the key individual(s) and partnering organisations involved in your proposal relate to the subject area(s) proposed for the work programme. > Your plan for carrying out the proposed work programme to achieve the intended outcomes, including the proposed approach, staging of the work, resourcing, management arrangements, mentoring and support arrangements, and measures for the mitigation of challenges in the proposed work programme. <p>Do not include images in your response.</p>		<i>This limit includes words in a table, references and citations</i>		
<i>Key Question:</i> What is the likelihood that the proposed outputs of the work programme will be achieved?	300 words						
<p>Tell us:</p> <ul style="list-style-type: none"> > How the calibre, experience, and skills of all the key individual(s) and partnering organisations involved in your proposal relate to the subject area(s) proposed for the work programme. > Your plan for carrying out the proposed work programme to achieve the intended outcomes, including the proposed approach, staging of the work, resourcing, management arrangements, mentoring and support arrangements, and measures for the mitigation of challenges in the proposed work programme. <p>Do not include images in your response.</p>							

PROPOSAL TEMPLATE

INFORMATION REQUIRED

WORD LIMIT

*This is a guide and is not intended to constrain the information you provide. An * indicates mandatory information.*

*Vision Mātauranga outcomes

Key Question: To what extent does the proposal support the Vision Mātauranga policy and support unlocking the science and innovation potential of Māori knowledge, resources, and people for the benefit of New Zealand?

300 words

This limit includes words in a table, references and citations

Tell us:

- > How your proposal addresses the Vision Mātauranga theme(s) you have selected.
- > How the proposal plans to unlock the science and innovation potential of Māori knowledge, resources, and people, and the steps to be taken to ensure that these benefits are achieved.
- > How the proposal might potentially result in ‘distinctive’ or ‘innovative’ deliverables.
- > The size and scope of the expected Vision Mātauranga benefits from the work programme, quantitatively and qualitatively (these should include organisational and broader benefits).
- > How the goals of the Māori organisation relate to its involvement in the proposal and the types of benefits anticipated by the Māori organisation.

Do not include images in your response.

*Benefits to research, science and technology

Key Question: How will the increased capability, capacity, skills and networks benefit the research, science, and technology sector, and achieve the objectives and outcomes of the Vision Mātauranga policy?

300 words

This limit includes words in a table, references and citations

Tell us:

- > Whether, and the extent to which, the proposal is likely to increase skills, capacity and capability to undertake research, science, and technology, and related activities relevant to Vision Mātauranga outcomes in the future.
- > How any increased skills, capacity and capability will align with the organisational goals of the participating Māori and Research organisations/individual researcher.
- > Whether the proposed work programme is likely to generate new areas of research, science, and technology, and related activities relevant to Vision Mātauranga policy themes and outcomes.

Do not include images in your response.

PROPOSAL TEMPLATE

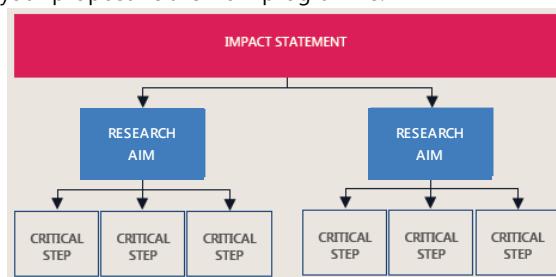
INFORMATION REQUIRED

WORD LIMIT

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*Work programme

An important aspect of your proposal is the work programme. This is where you set out the proposed work to be carried out over the term of the project. Your work programme should reflect the key elements and stages of the project, their sequencing and timing.



A work programme comprises Impact Statements, Research Aims, and Critical Steps.

- > Impact Statements are a description of the high-level impacts or outcomes the work programme will achieve by the date specified.
- > Research Aims are measurable objectives that will be delivered by the date specified.
- > Critical Steps are key steps, stages or milestones required to achieve the Research Aims and ultimately the Impact Statement(s). Critical Steps must be measurable, defined events, not levels of progress. They should have delivery dates throughout the term of the project rather than all being delivered on the end date.

We recommend only one Impact Statement for the whole work programme. Each Impact Statement must contain at least one Research Aim and for each Research Aim at least one Critical Step.

Structure your work programme as follows:

For each **Impact Statement** provide:

- > A descriptive title
- > A detailed description
- > The start and end dates
- > One or more Research Aims

For each **Research Aim** provide:

- > A descriptive title
- > A detailed description
- > The start and end dates
- > One or more Critical Steps

For each **Critical Step** provide:

- > A descriptive title
- > A detailed description
- > The start and end dates

PROPOSAL TEMPLATE

INFORMATION REQUIRED

WORD LIMIT

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TEAM

- *Project team** Using the following table as a guide, detail the key personnel that will be involved in each year of funding, and provide Full Time Equivalents (FTEs) and supporting CVs.

Sample Team Table

Role	Full Name	CV	FTE	Email address	ORCID iDs	¹ Diversity Registration
*Contact person	Mandatory	No	Not Applicable	Mandatory	Not Required	Not Required
*Key researcher	Mandatory	Yes	Mandatory	Mandatory	Yes	Yes
*Key individual	Mandatory	Yes	Mandatory	Mandatory	Yes	Yes
*Placement	Mandatory	Yes	Mandatory	Mandatory	Yes	Yes
Other	Optional	No	Mandatory	Not Required	Not Required	Not Required

¹As part of MBIE's diversity policy, these roles will be invited to register separately in the IMS Portal and enter their diversity data as part of their profile.

You can trigger a registration invitation to be sent to your team members when entering your project team information during the application phase. Once registered they will receive an email with information on how to then enter and manage their profile.

For more information, refer to a [one page guide](#) which is also available on our [IMS portal webpage](#).

- > The time commitment for each team member is entered as Full Time Equivalents (FTEs) for each of your Work Programme Impact Statements FTE is the hours worked by an employee on a full-time basis.
- > If the total FTE of the contract is less than 0.5 provide information about how the work programme will be achievable.
- > CVs do not have to comply with the standard New Zealand Research, Science and Innovation (RS&I) Curriculum Vitae template.
- > MBIE will not fund salaries of individuals employed by local or central government but, may fund other costs associated with their involvement.

BUDGET

- *Funding requested** Specify the funds requested from MBIE for each Impact Statement (excluding GST) for each year. The total funding must not exceed \$100,000 for the Connect Scheme and \$180,000 for the Placement Scheme.

- *Co-funding** Provide information on the co-funding arrangements for each of your Impact Statements. For each organisation:
- > Provide the organisation name
 - > Tell us whether the co-funding is cash or in-kind
 - > Describe the funding (if required)
 - > Tell us the value per year (excluding GST).

If your co-funding is provided in-kind, describe how this has been calculated.

PROPOSAL TEMPLATE

INFORMATION REQUIRED

WORD LIMIT

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*Budget

For each year of the project, provide a budget for the project using the following headings:

- > Personnel cost
- > Travel
- > Overheads
- > Consumables
- > Subcontracting

Funding does not allow for annual inflation adjustments over the term of the contract. Total income must equal expenditure and all values should exclude GST.

Subcontracting

Sub-contracting funding is the amount you plan to spend on work done by other organisations in order to complete your proposed research.

For each Impact Statement and for each year of funding, tell us about any sub-contractors that will be involved.

For each subcontracting organisation provide:

- > The name of the subcontracting organisation
- > The amount provided per year (excluding GST).

OTHER INFORMATION

IP management plan

If your work programme's research activity will generate intellectual property, provide details of your intellectual property (IP) management plan.

If your proposal does not include research, state "Not Applicable".

For more information see the Intellectual Property Protection information on business.govt.nz.

*Profiling

Confirm that your proposal will make a significant contribution to Māori research and innovation.

Tell us the degree (in percentages, totalling 100%) to which your proposal will have a significant contribution to Māori research and innovation.

Not specifically relevant to Māori and not involving Māori	0%
Specifically relevant to Māori	0%
Research involving Māori	0%
Māori centered research	0%
Kaupapa Māori research	0%
Total	100%

*Conflicts of interest

Declare any potential conflicts of interest and say why. This may include possible conflicts with Assessors or a part of MBIE you are engaged with.

PROPOSAL TEMPLATE

INFORMATION REQUIRED

WORD LIMIT

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*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.

- > Does your proposal include genomic research on organisms that could be regarded as taonga? If yes, please describe whether any approvals are needed to conduct the proposed work and whether these have been sought or obtained?
- > If approvals have not yet been obtained, tell us how and when you expect to do so.
- > If no ethical or regulatory requirements apply to your proposed research simply state “Not Applicable”.

You are responsible for meeting all ethical and regulatory requirements relating to your proposed research. Any costs associated with fulfilling these requirements should be included in your budget (other expenditure). If delays are incurred through failure to gain or initial the necessary approvals, funding may be withheld, withdrawn or renegotiated.

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Submitting your Proposal

Proposals for funding from the Te Pūnaha Hihiko: Vision Mātauranga Capability Fund 2019 investment round are entered and submitted in MBIE’s Investment Management System (IMS) – a secure online portal. Proposals can be submitted to MBIE in the IMS portal from **1 November 2018 until 12 noon, 19 February 2019**.

These dates are subject to change. Any change will be notified via MBIE’s [Alert](#) e-newsletter.

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:

For returning applicants: 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	<ul style="list-style-type: none"> > See and/or work only on funding applications to which they are authorised > Submit completed proposals to your Super User quality assurance (QA).
Super User	<ul style="list-style-type: none"> > 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.

Navigating the IMS Portal

The screenshot shows the IMS portal's Home screen. At the top, there is a header with the Ministry of Business, Innovation & Employment logo and navigation links for 'Test Person | Logout' and 'Search project list'. Below the header, a breadcrumb trail says 'You are here: Home'. On the left, a sidebar has a 'Applications menu' tab and a 'Manage Users' link. The main content area starts with a 'Hello User' greeting. It includes a welcome message, a list of things you can do (visit MBIE, apply for funding, manage end-to-end process), and a note about selecting the relevant website. It shows account details: Name (Person), E-Mail Address (username@xtra.co.nz), and Address. There are 'Edit my account details' and 'Change password' buttons. At the bottom, it shows a 'Recently viewed' link to 'PROP-48494-NSCSEED-KEVTEST', a 'Privacy Policy' link, and copyright information.

The IMS portal Home screen

From the **Home** screen of the 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.

The screenshot shows the IMS portal's Project List screen. At the top, there is a header with 'Test Person | Logout' and 'Search project list'. Below the header, a breadcrumb trail says 'You are here: Project List'. On the left, there are 'Apply filter', 'Reset filter', and 'Export' buttons. The main content area is a table with columns: Reference, Agency, Contract, Status, Assigned to, Status updated date, and Team. The table lists several applications, such as REG-50337-ENDRP, REG-50336-ENDRP, REG-50335-ENDRP, REG-50334-ENDSI, REG-50330-ENDSI, REG-50329-ENDSI, and CONC-50329-ENDSI. Each row shows the application reference, agency (MBIE), contract status (In progress, Registered, Approved), assigned to (Maret Fishwick, Camilla Swan), status update date (22/09/2016, 21/09/2016), and team (Contestable Investments). At the bottom right of the table, there is an 'Advanced Search' link.

Entering and Submitting Your Proposal

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 submit a proposal in the IMS portal:

1. On the **Home** screen of the IMS portal, click the **Project List** tab.
2. Click the **New Application** button (located to the right of the screen).

The screenshot shows the 'Project List' screen of the IMS portal. At the top, there are tabs for 'Home' and 'Project List'. Below the tabs, a breadcrumb navigation shows 'You are here: Project List'. A blue button labeled 'New application' is positioned on the right side of the header bar.

3. On the resulting screen, select **2019 Vision Mātauranga Capability Fund** from the **Investment Process** field.
4. Enter the title of your project in to the **Full title** field and then click the **Create** button.

Provide a meaningful short title of no more than six words. Do not use acronyms or abbreviations. Your short title will be used for everyday use and reference.

5. The first section of the application 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.

The screenshot shows the 'Summary' section of a proposal in the IMS portal. The left sidebar lists various sections like 'Manage this application', 'Organisations', 'Past proposals', 'Proposal', 'Team', 'Budget', 'Other information', etc. The main area shows the 'Project status: In progress'. It includes fields for 'Full title', 'Number of years' funding requested', and 'Start and end dates'. There are also sections for 'New Zealand Business Number (NZBN)' and 'Registration number'.

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.

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.
	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.

6. When all sections are complete, scroll to the top of navigation panel and click the **Print and manage** link.
 7. 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.

The screenshot shows the 'PROJECT LIST' section of the application interface. At the top, there's a navigation bar with 'Home' and 'PROJECT LIST'. Below it, a message says 'You are here: Project List > (MBIE) PROP-XXXX-VMCF-XXXX'. The main area has a dark header bar with 'Proposal' and 'Project status: In progress'. To the right of the status is a red-bordered box containing 'Error(s) during validation' with a small red error icon. The page content includes a sidebar with navigation links for various sections like 'Summary', 'Organisations', 'Past proposals', 'Proposal', 'Team', 'Budget', 'Other information', etc. Most of these links have a green checkmark icon next to them. The 'Proposal validation result: Unsuccessful' section contains a message: 'Please correct the errors below.' Below this are detailed validation messages for 'Proposal summary', 'Work programme', 'Assessment criteria', and 'Other information'. The 'Special ethical and regulatory requirements' section has a note: 'Please provide "List all the ethical and regulatory requirements and approvals needed to conduct the proposed work and indicate whether these have been granted (include any safety issues)."

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.

8. Click the first error message to open the section, make the required corrections/additions and then click the **Save** button.
9. If applicable, repeat for other sections marked with .
10. Once you have corrected all of the errors and/or added all missing information, click the **Print and manage** link then the **Check my application before submission** button again.

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11. On achieving a successful validation click the **Submit to QA** button (*Users*) or the **Submit to IMS** button (*Super Users*).

The screenshot shows a web-based application interface for managing proposals. At the top, there are navigation links for 'Home' and 'Project List'. Below this, a breadcrumb trail indicates the current location: 'Project List > (MBIE) PROP-XXXX-VMCF-XXXX'. The main content area is titled 'Proposal' and shows the 'Manage this application' section. A 'Print and manage' button is highlighted in blue. To the right, the 'Project status' is listed as 'In progress'. Below this, there are several sections with expandable details:

- Summary**: Includes 'Summary' and 'Partner organisation(s)'.
- Organisations**: Includes 'Eligibility'.
- Past proposals**: Includes 'Past VMCF Proposals'.
- Proposal**: Includes 'Proposal summary', 'Assessment criteria', and 'Work programme'.
- Team**: Includes 'Project team'.
- Budget**: Includes 'Funding requested', 'Budget', 'Co-funding', and 'Subcontracting'.
- Other information**: Includes 'IP management plan', 'Profiling', 'Conflicts of interest', and 'Special ethical and regulatory requirements'.

On the right side, there are several buttons under the heading 'Print and manage': 'Manage users for this application' (highlighted in blue), 'Print/preview this application', 'Check my application before submission' (highlighted in blue), and 'Submit to IMS' (highlighted in blue). Below these buttons is a link 'More actions' and a checked checkbox for 'Share application before it is submitted'. Further down, there is a note about technical support, an email address for queries, and a note about browser compatibility. At the bottom, there is a section titled 'Application timelines: People' with two entries:

Phase	Date
MBIE Portal closes (Midday)	20 February 2019
Contract start date	01 June 2019

A 'Next section' button is located at the bottom of the page.

12. Read and accept the declaration.

If you clicked **Submit to IMS** your proposal 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 proposal before the deadline.

Checking the Progress of your Proposal

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 proposal
2. The completeness of your proposal
3. The number of days until the submission is due.

CHECKING THE STATUS OF YOUR PROPOSAL

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

THE STATUS...	INDICATES YOUR PROPOSAL...
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.
Not Progressing	has been withdrawn.
Not submitted	If you miss the cut-off-date for submitting your proposal, MBIE can make the proposal 'Not Submitted'. You will be able to view the application and/or delete it. You will not be able to edit it or submit the proposal.
Ineligible	does not meet the criteria of the investment process applied for. The proposal cannot be edited or resubmitted.
Declined	has been declined for funding. The proposal cannot be edited or resubmitted.
Approved	has been approved. You can proceed to the next stage in the contracting process. You will not be able to edit this proposal.

CHECKING WHEN YOUR PROPOSAL IS DUE

The status bar at the top of the screen displays when the proposal must be submitted.

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

Withdrawing a Proposal

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

A withdrawn proposal 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 proposal, email the [IMS Support Team](#).

■ To withdraw an un-submitted proposal:

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

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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.

Maintaining your Organisation's Contact Details

On person fields, use the **Lookup** button 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:

Organisation:

Search **Reset**

1 person found.

Lastname	Firstname	Organisation
Mr	Bloggs	Joe Bloggs Research Ltd

<< first < prev next > last >>

Add **Cancel**

Appendix 1:

Terms and Conditions Relating to this Call for Proposals

You must submit your proposal by **12 noon, 19 February 2019**, or as notified through MBIE Alerts.

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.

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 proposal's title
- The name of the applicant (the Contracting organisation)
- The names of all Partner organisations
- The fund and investment scheme (Connect or Placement) from which the proposed work programme would be funded
- The public statement (as provided in the proposal)
- The total amount of funding requested (and approved, if any) and the period of time for which funding has been requested
- The Vision Mātauranga theme to which the work programme's research relates
- Institutional level success rates

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, see our [Science and Innovation webpages](#).



