

PreSeed Accelerator Fund

Assessment Guidelines

2019 Investment Round



MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT
HĪKINA WHAKATUTUKI

newzealand.govt.nz

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The PreSeed Accelerator Fund supports early stage technology commercialisation

Foreword

Thank you for agreeing to assess proposals submitted for funding from the PreSeed Accelerator Fund 2019 investment round.

The PreSeed Accelerator Fund, managed by the Ministry of Business, Innovation and Employment (MBIE), aims to undertake early stage technology commercialisation activities to:

- > maximise the commercial benefits to New Zealand from publicly funded research
- > improve the commercial capability and skills of public research organisations
- > promote linkages between public research organisations and potential private sector partners, including industry players and capital providers in New Zealand and offshore.

These guidelines detail what is involved in the assessment of PreSeed proposals and the role that you will play in that process.

Informed assessment of proposals is a critical aspect of MBIE's investment process, as it forms the basis of MBIE's funding recommendations. We have selected you and other Assessors based on your knowledge and experience. You have not been selected as a 'representative' of a particular organisation or sector. The names of all Assessors and their affiliated organisations are published on MBIE's website.

The experience and expertise that you bring to the investment process is greatly appreciated. Over the past decade, PreSeed has been one of the key tools for improving the impact of our investment in research. Thank you for supporting MBIE's science investment processes.



Dr. Prue Williams



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



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Introduction

As an Assessor, you are critical in helping MBIE identify the proposals that have the greatest potential to deliver on the New Zealand Government’s investment goals for the PreSeed Accelerator Fund (the Fund).

These guidelines detail the assessment process and the key roles and responsibilities.

We recommend that you read this document in conjunction with the [PreSeed Accelerator Fund 2019 investment round’s Call for Proposals](#) and other relevant information available from MBIE’s [PreSeed Accelerator Fund web page](#).

If you have any questions, feel free to contact us.

Email Assessment queries: PreSeed@mbie.govt.nz
 Portal queries: imssupport@mbie.govt.nz

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

Assessment Roles and Responsibilities

The following outlines the key roles and responsibilities involved in the assessment of PreSeed proposals.

Assessor

Your role as an Assessor is to assess a selection of proposals submitted for funding from the Fund's 2019 investment round and attend the Panel meeting. Your key responsibilities include:

- > Participating in an Assessor briefing.
- > Declaring any conflicts of interest and adhering to MBIE's confidentiality and privacy policies.
- > Reading and assessing assigned proposals, allocating assessment scores that reflect your assessments (*using a 7-point scoring system against the assessment criteria*) and then recording your scores and supporting comments in MBIE's Investment Management System (IMS) – a secure online portal.
- > Attending an Assessment Panel meeting, where the preliminary scores and comments are reviewed, proposals are scored and ranked, and advice on the assessment results is recorded by MBIE. Note that the Assessment Panel does not have authority to make funding decisions.

Assessment Panel Chair

The Chair must:

- > Prioritise the discussion of the Panel meeting taking into account the preliminary ranked assessment scores and any advice from Assessors.
- > Identify and take appropriate action over conflicts of interest.
- > Allow time for informed discussion and equitable decision-making for proposals, and mediating views if required.
- > Ensure that the Assessment Panel follows the scoring system and provides sound advice.
- > Ensure that the Assessment Panel develops appropriate commentary on proposals to inform funding recommendations and to enable appropriate feedback to Applicants.
- > Provide a Panel report to MBIE.

Confidentiality and Privacy

To ensure confidentiality, as an Assessor you must:

- > Ensure the safekeeping of all proposals and related documents (e.g., workbooks, notes, etc.).
- > Destroy any remaining documentation 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:
 - direct them to MBIE (PreSeed@mbie.govt.nz), and
 - email MBIE with the details of your contact.
- > Not use any confidential information for any purpose other than assessment.

All Assessors must agree to adhere to MBIE's confidentiality and privacy policies which apply to all personal information collected by MBIE in the IMS portal before they can view their assigned proposals.

Official Information Act 1982

Proposals and their assessments are confidential. Note however that MBIE is subject to the Official Information Act 1982 therefore information relating to an assessment may be released if requested.

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Conflicts of Interest

MBIE follows a rigorous process to maintain the credibility of investment decisions and to assure Applicants that their proposals are fairly and reasonably appraised.

Before starting to assess, you must check your list of assigned proposals for any conflicts of interest and either accept or decline the assignments as appropriate (*see page 14 for details on how to do this*).

What is Considered a Conflict of Interest?

Conflicts of interest may occur on two levels; direct and indirect.

- > A **direct** conflict of interest would be deemed if you are:
 - directly involved with a proposal (*as a participant, manager, mentor, or partner*) or you have a close personal relationship with the Applicant, e.g., family members, OR
 - a collaborator or in some other way involved with an Applicant's work programme.
- > An **indirect** conflict of interest would be deemed if you:
 - are employed by an organisation involved in a proposal but you are not part of the Applicant's work programme.
 - have a personal and/or professional relationship with one of the Applicants, e.g., an acquaintance.
 - have or had involvement with a proposal that is in direct competition with a proposal being assessed or where the impacts proposed by a proposal under discussion may compete with your personal business interests.

If you are from a university or crown research institute or other large organisation, you may assist in the assessment of proposals from that institution providing you have no direct or limited indirect interest in the proposal. If in doubt, declare and discuss with MBIE.

Reporting Identified Conflicts

All conflicts of interest must be declared to MBIE.

If you identify a direct conflict with a proposal that has been assigned to you, you must decline the assignment. If you identify an indirect conflict, email MBIE at PreSeed@mbie.govt.nz with the details for further discussion before accepting or declining the assignment.

Handling Conflicts of Interest During the Assessment Panel Meeting

If there is a **direct conflict** of interest with a proposal about to be discussed during the Panel meeting, declare the conflict to the Chair. You will be required to leave the room during the ensuing assessment discussion.

The actions required for a declared **indirect conflict** of interest are at the discretion of the Assessment Panel chair. Actions 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 ensuing assessment discussion.

All conflict of interest declarations and resulting Assessor actions during the Panel meeting will be recorded.

The Assessment Process

The key dates and an overview of the assessment process follows.

Key Dates

Assessor briefing	19 February 2019
Assessment recorded in the IMS portal	12 noon, 6 March 2019
Assessment Panel meeting	20 March 2019
MBIE's funding decisions announced	May 2019
Contracts begin	1 July 2019

All dates are New Zealand Standard Time

Time Commitment

We envisage your involvement in the assessment process to be as follows:

UP TO:	TO:
Half a day	Read through these guidelines and background documents., and participate in an Assessor Briefing via teleconference or in person.
1-2 hours per proposal (est. 3 days)	Read your assigned proposals, assign scores and enter those scores with comment in the IMS portal.
2 days	Attend the Assessment Panel meeting in Wellington New Zealand.

Assessor Briefing

Prior to performing assessments, you are required to attend a one hour briefing session via teleconference. The purpose of this session is to familiarise you with the:

- > Tools and resources that are available to them including the online scoring system
- > Content of the call for proposals including the structure of the proposal form and the assessment criteria
- > Key changes to the process for the current round.

Information about this briefing will be sent to attendees separately.

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When Proposals are Assigned

Each proposal that meets the eligibility criteria is assigned to all the Assessors.

From **19 February 2019**, MBIE will confirm your role and inform you of your proposals by email.

You use MBIE's IMS portal to:

1. Log on to view your proposals, identify and notify MBIE of any conflicts of interest and then accept or decline your proposals accordingly
2. Open (*download and/or print*) all accepted proposals.

Refer to page 13 for further instruction on the IMS portal.

How and When Assessments are Recorded

Your assessment scores and comments are recorded in the IMS portal. This must occur on or before **12 noon, 6 March 2019**.

Assessment Panel Meeting

The Assessment Panel meets in Wellington on **20 March 2019** to discuss the preliminary ranked assessment scores and supporting comments.

MBIE records the discussion, the consensus scores and the Panel's recommendations.

Recommendations and Funding Decisions

The Assessment Panel Chair will provide MBIE with a recommendation report as to which proposals should be funded. MBIE will then review the report and recommend how funding should be allocated to successful proposals. When making its recommendation, MBIE will take into account:

- > the overall mix of proposals to ensure that there is a mix of delivery approaches
- > any other information that it deems relevant.

The final decision on the allocation of funding will be made by the Deputy Chief Executive, Science System Investment and Performance, Labour, Science and Enterprise, MBIE.

Results will be publicly announced in **May 2019**. MBIE provides general feedback based on the Assessment Panel's comments about the overall quality of all proposals.

Performing Assessments

Use the following procedure to assess PreSeed Accelerator Fund proposals submitted for funding from the 2019 investment round.

The Assessment Steps

1 Read and understand the assessment criteria and the objectives and outcomes of the Fund, and the Vision Mātauranga policy.

Read and understand the assessment criteria detailed in these guidelines. This includes the scoring guide and the objectives and outcomes of the Fund and the Vision Mātauranga policy (*see over*). The scoring guide and the points to note for each assessment criteria provide a common interpretation to clarify and help ensure consistency in application and understanding.

2 Accept (or decline) assigned proposals.

Accept your assigned proposals or decline if you deem a conflict of interest exists. *See page 14 for details on how to do this.*

3 Read assigned proposals (*see page 15 for details*).

4 Select an assessment score and record associated commentary.

As directed in your assignment, independently score each proposal using the assessment criteria (*see page 9*). Only assess the information presented in the proposal. Applicants are obliged to present the relevant information therefore if a proposal has obvious gaps, reflect this in your score and detail the significant issues in your comments.

For each criterion, select a score ranging from **1** (*low quality*) to **7** (*high quality*) from the scoring grid that best matches your assessment **AND** how well the proposal would deliver on the Government's investment goals for the Fund and Vision Mātauranga.

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

Record your assessment scores in the IMS portal (*see page 15*) and comment on why you selected those scores. Your comments should also identify, if applicable, the specific reasons for a deficiency, particularly if you are recording a score of 4 or less.

If applicable to your assessment, you will also be asked to rate how closely your area(s) of expertise aligns with the proposal; either Aligned, Well aligned, or Very well aligned

Ensure that your comments are accurate, professional, honest, and correlate to the score and description associated with the scoring guide. Do not include names and be mindful that:

- > if requested to do so, comments may be made available under the Official Information Act
- > word limits for comments apply; these limits are clearly displayed at the top left of each **Comment** field in the IMS portal

Exercise your knowledge, judgement and expertise to reach clear and soundly based assessments that are fair, objective and evidence-based.

Be wary of 'drift' in your scoring. It is common for scoring to change as Assessors gain experience with the assessment process. If scoring has drifted, you may want to review your scores and comments.

5 Destroy (or return to MBIE) all proposals and supporting documentation when the assessment process is complete.

The Government's Investment Goals for the Fund

To undertake early stage technology commercialisation activities to:

- > maximise the commercial benefits to New Zealand from publicly funded research
- > improve the commercial capability and skills of public research organisations
- > promote linkages between public research organisations and potential private sector partners, including industry players and capital providers in New Zealand and offshore

Vision Mātauranga

Through the [Vision Mātauranga policy](#), we encourage appropriate and distinctive research arising from the interface between Māori knowledge and science, to deliver effective and innovative products, services and outcomes for Māori and all New Zealand. This includes integrating the policy across government investments in research, and building the capability, capacity and networks of Māori and the research community to collaborate and carry out this work.

The assessment includes Vision Mātauranga where relevant; it is not a separate or additional assessment. When forming your assessment consider if Vision Mātauranga is relevant.

If Vision Mātauranga is relevant in terms of the positioning of the proposal and/or there is explicit acknowledgement of Vision Mātauranga, consider:

- > whether Vision Mātauranga been incorporated in the design of the research, and the capability of the team and its connections to key Māori stakeholders
- > the extent the proposal identifies potential benefits to Māori and New Zealand, and the extent to which the implementation pathway engages key Māori stakeholders and Māori knowledge in delivering these benefits

Your assessment includes rating how will the proposal addresses the above (Very well, Moderately well, Not well, Not relevant). If you believe that Vision Mātauranga is not relevant to a proposal, say this in your comments. No further comment need then be made.

Additional Information

In addition to the Vision Mātauranga policy, we encourage you to consult these key reference documents:

- > The [National Statement of Science Investment 2015-2025](#) details the Government's ten-year vision for New Zealand's science system.
- > The [Endeavour Fund Investment Plan 2019-2021](#) details the Government's goals and priorities for investment through the Endeavour Fund.
- > The Gazette Notice ([number 2016-go3833](#)) sets the criteria for use in making funding decisions for the Fund.
- > The [PreSeed Accelerator Fund 2019 investment round Call for Proposals](#).

See MBIE's [PreSeed Accelerator Fund web page](#) for a full list of reference documents.

Assessment Criteria and Scoring Guide

For each criterion, select a score ranging from 1 (*low quality*) to 7 (*high quality*) from the scoring grid that best matches your assessment **AND** how well the proposal would deliver on the Government’s investment goals for the Fund and Vision Mātauranga. While certain sections of proposals specifically align with the assessment criteria, evaluate the proposal as a **whole** before finalising your assessment.

ASSESSMENT CRITERIA		Score & Keywords						
		1 <i>(Low quality)</i> None Insufficient Not relevant No information Missing	2 Vague Unclear Unlikely Dubious Little relevance	3 <i>Limited benefit / impact</i> Minimum acceptable level Uncertainty Lacks detail	4 <i>Acceptable</i> Sufficient Adequate Suitable	5 <i>Significant</i> Clear Multiple High level Robust	6 <i>Certain</i> Enduring Effective Comprehensive Strong Experience	7 <i>(High quality)</i> Excellent Exemplary Detailed Step-change Impressive
When assessing these criterion, consider how the proposal has address the following questions:	Weighting							
<p>RETURN ON INVESTMENT</p> <p>Key Question: What is the quality of the outcomes of the applicant’s previous and current commercialisation work, and if applicable, previous PreSeed projects and potential for returns on current and future PreSeed projects considering:</p> <ul style="list-style-type: none"> > the number and description of commercial deals (technology deals, licences, capital raised) arising from PreSeed and other commercialisation projects > the value of technologies realised from PreSeed projects, where appropriate > the percentage and amount of investment from external investors such as firms, industry associations, private investors, venture capital, central and local government > the percentage and amount of investment from all other sources including reprioritised funds and internal funds > the details of the projects in the pipeline of potential PreSeed-supported opportunities > whether the pipeline of potential PreSeed projects is likely to lead to a platform of high-margin, value-added products or services with significant national and global market potential > whether the pipeline is likely to lead to wider public benefit spill-overs for New Zealand, including social and economic gains > the specific needs, opportunities or contributions of Māori knowledge, resources and/or people in the above areas, and explain if not appropriate. 	50%	<p>The proposal demonstrates no return on investment or little or no relevant information has been provided in the proposal.</p> <p>For example, the outcomes of past PreSeed projects are negligible or unsubstantiated; no commercial deals have been generated and no significant value has been realised.</p>	<p>The proposal demonstrates little return on investment or the information provided is unclear or not supported.</p> <p>For example, the amount of investment from external investors has been minimal.</p>	<p>The proposal demonstrates weak return on investment or the proposal provides some useful information but significant gaps and lack of detail remain.</p> <p>For example, projects have demonstrated some Vision Mātauranga-related benefits or the proposal has gone some way to explaining why these were not relevant.</p>	<p>The proposal demonstrates adequate return on investment or solid information is provided, however there is room for further information and evidence to improve the proposal.</p> <p>For example, plans for the future pipeline are generally credible and the number and quality of projects in the pipeline is acceptable.</p>	<p>The proposal demonstrates significant return on investment and provides clear, succinct information, delivering a solid proposal with relevant evidence.</p> <p>For example, the opportunities identified in the pipeline could have significant national or global market potential and substantial spill-over benefits for New Zealand.</p>	<p>The proposal demonstrates strong return on investment with comprehensive information is provided and is backed up by relevant and effective evidence.</p> <p>For example, the outcomes of past PreSeed projects are comprehensive and very well substantiated; a very significant number of commercial deals have been generated and high value has been realised.</p>	<p>The proposal demonstrates excellent return on investment and provides information that is exemplary, well explained and detailed in all respects.</p> <p>For example, plans for the future pipeline are excellent and the number and quality of opportunities identified in the pipeline is game changing.</p>

ASSESSMENT CRITERIA

		Score & Keywords						
		1 <i>(Low quality)</i> None Insufficient Not relevant No information Missing	2 Vague Unclear Unlikely Dubious Little relevance	3 Limited benefit / impact Minimum acceptable level Uncertainty Lacks detail	4 Acceptable Sufficient Adequate Suitable	5 Significant Clear Multiple High level Robust	6 Certain Enduring Effective Comprehensive Strong Experience	7 <i>(High quality)</i> Excellent Exemplary Detailed Step-change Impressive
	When assessing these criterion, consider how the proposal has address the following questions:	Weighting						
PATHWAY TO MARKET	20%							
<p>Key Question: What systems and processes does the applicant have in place to ensure an efficient and effective commercialisation process, considering:</p> <ul style="list-style-type: none"> > the ability of the team to identify and protect IP in a timely manner, develop appropriate IP strategies and evaluate market potential of alternative IP opportunities > stage-gating or decision making processes for commercialisation projects > management of funding pipeline and deal flow > commercialisation networks in key target markets including relationships with investors, end users, purchasers and distribution partners, and the connection with networks that activate Māori knowledge, resources and/or people. 		<p>The proposal demonstrates no pathway to market or little or no relevant information has been provided in the proposal.</p> <p>For example, the IP management ability of the team is negligible or not described.</p>	<p>The proposal demonstrates little pathway to market or the information provided is unclear or not supported.</p> <p>For example, the decision making processes are weak or vague.</p>	<p>The proposal demonstrates weak pathway to market or the proposal provides some useful information but significant gaps and lack of detail remain.</p> <p>For example, the quality of management of the investment pipeline is at a minimum level or uncertain.</p>	<p>The proposal demonstrates adequate pathway to market or solid information is provided, however there is room for further information and evidence to improve the proposal.</p> <p>For example, commercial networks generally credible or acceptably described.</p>	<p>The proposal demonstrates significant pathway to market and provides clear, succinct information, delivering a solid proposal with relevant evidence.</p> <p>For example, ability of the team is robust and clearly explained.</p>	<p>The proposal demonstrates strong pathway to market with comprehensive information is provided and is backed up by relevant and effective evidence.</p> <p>For example, the stage-gating process is strong and very well substantiated.</p>	<p>The proposal demonstrates excellent pathway to market and provides information that is exemplary, well explained and detailed in all respects.</p> <p>For example, management of the pipeline and deal flow is impressive and would deliver a step-change in access to markets.</p>

ASSESSMENT CRITERIA

		Score & Keywords						
		1	2	3	4	5	6	7
		<i>(Low quality)</i> None Insufficient Not relevant No information Missing	Vague Unclear Unlikely Dubious Little relevance	Limited benefit / impact Minimum acceptable level Uncertainty Lacks detail	Acceptable Sufficient Adequate Suitable	Significant Clear Multiple High level Robust	Certain Enduring Effective Comprehensive Strong Experience	<i>(High quality)</i> Excellent Exemplary Detailed Step-change Impressive
When assessing these criterion, consider how the proposal has address the following questions:	Weighting							
<p>ABILITY TO DELIVER</p> <p>Key Question: What is the ability of the applicant and its commercialisation team to deliver positive commercialisation outcomes in the future, considering:</p> <ul style="list-style-type: none"> > the governance structure of the applicant and how the governance will lead and support the delivery of the objectives > the skills and diversity of perspectives that the governance team brings to the application > how Māori interests will be involved, how contributions from Māori will be integrated, and how benefits from Māori contributions will be distributed > the leadership, project management and commercialisation skills of the commercialisation team > the reputation and track record of delivering successful commercial outcomes by the team > the collaborative efforts shown by the team with other organisations that have complementary skills > international collaborations and partnerships and how those will contribute to successful delivery of commercialisation activities > whether the team has access to the facilities needed to undertake commercialisation effectively and efficiently. 	20%	<p>The proposal demonstrates no ability to deliver or little or no relevant information has been provided in the proposal.</p> <p>For example, the governance structure is unsuited or unsubstantiated.</p>	<p>The proposal demonstrates little ability to deliver or the information provided is unclear or not supported.</p> <p>For example, governance team has little skill or diversity or is only vaguely described.</p>	<p>The proposal demonstrates weak ability to deliver or the proposal provides some useful information but significant gaps and lack of detail remain.</p> <p>For example, the proposal has a limited approach to Māori innovation or leaves this uncertain.</p>	<p>The proposal demonstrates adequate ability to deliver or solid information is provided, however there is room for further information and evidence to improve the proposal.</p> <p>For example, the commercialisation skills of the team are sufficient or adequately described.</p>	<p>The proposal demonstrates significant ability to deliver and provides clear, succinct information, delivering a solid proposal with relevant evidence.</p> <p>For example, commercial track record of the applicant is at a good level and clearly described.</p>	<p>The proposal demonstrates strong ability to deliver with comprehensive information is provided and is backed up by relevant and effective evidence.</p> <p>For example, the applicant’s ability to collaborate is strong and effectively described.</p>	<p>The proposal demonstrates excellent ability to deliver and provides information that is exemplary, well explained and detailed in all respects.</p> <p>For example, the international links of the applicant are outstanding and detailed.</p>

ASSESSMENT CRITERIA

		Score & Keywords						
		1	2	3	4	5	6	7
		<i>(Low quality)</i> None Insufficient Not relevant No information Missing	Vague Unclear Unlikely Dubious Little relevance	Limited benefit / impact Minimum acceptable level Uncertainty Lacks detail	Acceptable Sufficient Adequate Suitable	Significant Clear Multiple High level Robust	Certain Enduring Effective Comprehensive Strong Experience	<i>(High quality)</i> Excellent Exemplary Detailed Step-change Impressive
When assessing these criterion, consider how the proposal has address the following questions:	Weighting							
<p>FUTURE COMMERCIALISATION ABILITY</p> <p>Key Question: What is the applicant’s ability to transfer technology, become more innovative, and to build its commercialisation capabilities and skills, considering:</p> <ul style="list-style-type: none"> > training commercialisation and research staff receive, on commercialisation drivers and processes > how the proposed activities will develop specific Māori needs, opportunities and resources > engagement with businesses, industry and other research organisations > how the project pipeline will be maintained and grown. 	10%	<p>The proposal demonstrates no future commercialisation ability or little or no relevant information has been provided in the proposal.</p> <p>For example, the training of research staff will be non-existent or not described.</p>	<p>The proposal demonstrates little future commercialisation ability or the information provided is unclear or not supported.</p> <p>For example, the proposal barely contributes to Māori innovation or is unclear.</p>	<p>The proposal demonstrates weak future commercialisation ability or the proposal provides some useful information but significant gaps and lack of detail remain.</p> <p>For example, there is weak engagement with other partners or the description of this is mediocre.</p>	<p>The proposal demonstrates adequate future commercialisation ability or solid information is provided, however there is room for further information and evidence to improve the proposal.</p> <p>For example, the future pipeline of projects looks sufficient and is moderately-well described.</p>	<p>The proposal demonstrates significant future commercialisation ability and provides clear, succinct information, delivering a solid proposal with relevant evidence.</p> <p>For example, the training of commercialisation staff and researchers is sufficient and well-depicted.</p>	<p>The proposal demonstrates strong future commercialisation ability with comprehensive information is provided and is backed up by relevant and effective evidence.</p> <p>For example, the proposed activities will make a strong and enduring contribution to Māori researchers, businesses, and iwi and this is comprehensively evidenced.</p>	<p>The proposal demonstrates excellent future commercialisation ability and provides information that is exemplary, well explained and detailed in all respects.</p> <p>For example, the future engagement with other partners is impressive and extremely credible.</p>

Viewing Assigned Proposals and Recording Assessments

This section details how to access the proposals assigned to you for assessment and how to record your assessment. Both of these actions are performed in MBIE's IMS portal.

Accessing the IMS Portal

To access the portal you require:

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

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

- > email imssupport@mbie.govt.nz
- > call 0800 693 778

■ To log in to the IMS portal:

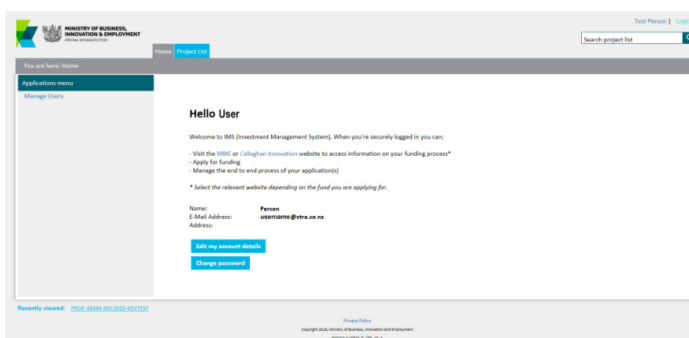
For first time Assessors:

1. You will receive an email containing your portal username and a temporary password. Click the **portal** link in this email. The IMS portal's access agreement displays. This agreement details the terms and conditions governing the use of the portal.

Your temporary password will expire in 72 hours and can only be used once. The access agreement will only appear once, the first time you log in.

2. Read and accept this agreement. Once accepted, an **Edit password** screen displays.
3. Following the on screen prompts, enter your temporary password and then enter a new permanent one.
4. Click the **Save Changes** button. The portal's **Home** screen displays.

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.



The Home page of the MBIE IMS portal

For existing Assessors:

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 log out of the portal:

1. Do one of the following:
 - Click the **Logout** hyperlink (located top right of the **Home** screen).
 - Click the **UN** (where **UN** is your initials) located top right of assessment **Scoring** page.

Accepting/Declining Assigned Proposals

UCM proposals will be assigned to you for preliminary assessment on **19 February 2019**. Additional proposals may be assigned to you after this period as a result of adjustments required due to any declared conflict of interests.

■ 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 to first time Assessors when they first access their 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.

3. Scroll down the list to see your assignments.
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 assignments will be at the top of the list under the heading **2019 PreSeed Acelerator Fund**.
4. For the first proposal listed, click the link under **View Project**. A summary of the proposal opens in a new browser tab.
5. After reading the proposal summary, 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 the reason and click the **Save** button.
The declined proposal is automatically removed from your assigned list.
 4. Close the proposal's summary.
 - You deem an **indirect conflict of interest** exists, close the proposal's summary and email MBIE at PreSeed@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 an **In progress** status.

6. Repeat the above steps for all the proposals in your list.

Viewing and Printing Assigned Proposals

■ To view and print a proposal:

1. Access the **Home** tab > **Investment Assessment** page > **Current** tab.
2. Click a proposal's **View Project** link. The full proposal (*in PDF form*) displays in a separate browser tab.
3. From here you can view, print and if required download the proposal to your computer to enable access without having to be logged into the portal.

The proposal number is prominently displayed in the header of the proposal.

Proposals must be kept confidential. You **must**:

- ensure the safe keeping of all proposals and related documents (*e.g., workbooks and notes, etc.*) during the assessment process.
 - destroy all saved/printed proposals (*or return to MBIE*) after the assessment process is completed.
-

Recording Assessments

Your assessments are due on or before **12 noon, 6 March 2019**.

■ To record your assessments:

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.

You can view and print the proposal by clicking the printer icon next to the proposal number at the top left of the **Navigation** panel.

You **must**:

- ensure the safe keeping of all proposals and related documents, e.g., workbooks, notes, etc.
 - destroy all saved/printed proposals once the assessment process is complete.
-

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- Enter your assessment scores and comments **into the relevant fields**. The areas you are required to respond to are detailed in the **Navigation** panel on the left hand side of the screen. You can either scroll down the page to view and enter all fields or click on a link in the panel for direct access.

Your entries are automatically saved at regular intervals. A **Save and Undo** panel displays (bottom right of the screen) every time an automatic save occurs at which time you are given the opportunity to **Undo** the changes if necessary.

Ensure that your comments are accurate, professional, honest, and correlate to the score and description associated with the scoring guide. Do not include names and be mindful that:

- if requested to do so, they may be made available under the Official Information Act.
 - word limits for comments apply; these clearly display top left of each Comment field.
- Respond only to what you have been asked to assess.

- When your assessment is complete (you have recorded your assessment rating and comment(s) into all of the fields), click the **Submit** button.
- A summary dialog displays with your assessment. If your recorded answers are satisfactory to you, click the **Submit** button. If not, click the **Back** button to return to the **Scoring** page and modify your assessment.

The **Submit** button is not active until all fields are complete.

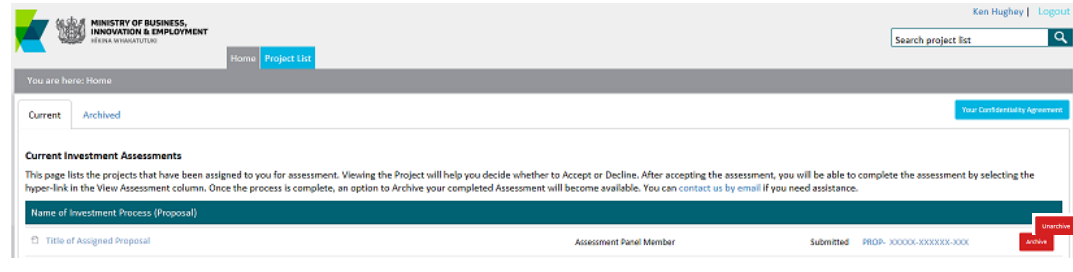
Once submitted, the proposal is automatically assigned the status **Submitted**.

- 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.

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



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



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

Checking the Status of your Assessments

You can check the completeness of your assessment of a proposal in the left hand Navigation panel.


THE COLOURED BAR	INDICATES YOU HAVE...
	recorded a response
	yet to respond

You can also click the mouse at the top of the Scoring page to view a Progress bar.

Updating Your IMS Portal Details

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

- | | |
|---|--|
| <ul style="list-style-type: none"> ■ To view and/or update your details: <ol style="list-style-type: none"> 1. Click the Edit my account details button on the Home tab. 2. Update your details as required and click Save. | <ul style="list-style-type: none"> ■ To change your password: <ol style="list-style-type: none"> 1. Click the Change password button on the Home tab. 2. Enter your new password and click Save. |
|---|--|

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



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