

Unlocking Curious Minds Contestable Fund

Call for Proposals

2020 Investment Round



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Unlocking Curious Minds supports the objective of He Whenua Hihiri I Te Mahara - A Nation of Curious Minds to encourage and enable better engagement with science and technology across all of New Zealand.

Unlocking Curious Minds Contestable Fund

The Ministry of Business, Innovation and Employment (MBIE) invites proposals to the Unlocking Curious Minds Contestable Fund (the Fund). This Call for Proposals provides you with information about how to apply, how your proposal will be assessed, and what happens if your application is successful.

The Fund aims to encourage innovative, quality projects that enhance or broaden the connection and engagement of 'harder-to-reach' New Zealanders with science and technology. Hard to reach audiences include, but are not limited to, youth, Māori and Pasifika, and rural New Zealanders.

New Zealanders are generally curious about what's around us, understanding the world we live in and how it works. As a nation with a remarkable history of pioneers and innovators in many areas, we often push boundaries and ask difficult questions to find a way to get things done.

Science and technology have shaped our nation in many ways. Engagement with science and technology is about understanding, becoming informed, and questioning what we need science to address and what we do with the new knowledge that science produces.

Efforts to engage the public in science and technology are often most successful with people who already have some level of engagement. Therefore, the challenge is to reach and inspire a broader base of New Zealanders through initiatives that bring science and technology to audiences that have less opportunity to learn about and to engage with science and technology.

The Objective and Outcomes of the Fund

OBJECTIVES	<p>The Fund supports projects that use innovative and/or best-practice approaches to help New Zealanders, particularly those that have fewer opportunities to learn about and to engage with science and technology, by:</p> <ul style="list-style-type: none"> > Funding education and community outreach initiatives that focus on science and technology > Broadening their ability to engage with science and technology > Promoting the relevance of science and technology in their lives > Supporting them to engage in societal debate about science and technology issues facing the country. 	<p>To have:</p> <ul style="list-style-type: none"> > Science and technology-competent learners, and a greater number of people choosing science, technology, engineering and mathematics career pathways > A scientifically and technologically engaged public and a publically engaged science sector > A more skilled workforce and more responsive science and technology to meet the needs of New Zealand.
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All proposals also have to contribute to the objectives and outcomes of [A Nation of Curious Minds – He Whenua Hihiri I Te Mahara - A National Strategic Plan for Science in Society](#).

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What Funding is Available

For the Fund's 2020 investment round, approximately \$2.0 million (*excluding GST*) is available through 2 grants to fund successful proposals from early February 2020 until 31 December 2020.

UNLOCKING CURIOUS MINDS CONTESTABLE FUND GRANTS	AVAILABLE FOR	INDICATIVE TOTAL FUNDING AVAILABLE (excluding GST)	MBIE FUNDING PER PROPOSAL (excluding GST)	PROJECT TERM
Local	Projects that will take place in one town or city	\$2.0m per year across both grants	100% of the total project costs up to a maximum of \$30,000	Up to 11 months from 1 February 2020 until 31 December 2020
Regional / National	Projects that will take place in one or more New Zealand regions		80% of the total project costs to a maximum of \$150,000	

You cannot apply for funding for the same project from both grants.

- > 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 for any equipment with an asset life beyond the term of the project is not funded. It is not a requirement to apply for the full funding available.
- > Projects can be completed before 31 December 2020.

Eligibility Criteria

The eligibility criteria for local and regional/national grants is detailed below.

TO BE ELIGIBLE FOR UNLOCKING CURIOUS MINDS CONTESTABLE FUND	
Local Grant Funding	Regional / National Grant Funding
<ul style="list-style-type: none"> > The proposed activity or activities must take place in one New Zealand (including the Chatham Islands) town or city. 	<ul style="list-style-type: none"> > The proposed activity or activities must take place in one or more New Zealand (including the Chatham Islands) regions.
<ul style="list-style-type: none"> > Applications must be either: <ul style="list-style-type: none"> – a New Zealand citizen or permanent resident, or – from an Organisation that is a legal entity with an IRD number. 	<ul style="list-style-type: none"> > Applications must be from an Organisation that is a legal entity with an IRD number. > A minimum co-funding amount of 20% of the total project costs must be secured.

Some examples of organisations include community groups, Māori collectives/organisations, businesses, research providers, zoos, museums, and science centres. Legal entities may include incorporated societies, registered charities, and registered companies [and trusts]. Where relevant, you will be asked to provide your Charities Commission number, New Zealand Business Number or Incorporated Society number. Applications from Trusts will need to provide us with an electronic copy of their Trust Deed/Rules document when submitting their proposal. Government departments (as defined in Schedule 1 of the State Sector Act 1988), Centres of Research Excellence (funded through the Tertiary Education Commission), and National Science Challenge research collaborations are not eligible to apply for funding.

REGIONAL / NATIONAL GRANT FUNDING CO-FUNDING REQUIREMENT

Funding from the Fund's Regional / National Grant is contingent on the applicant securing a minimum of 20% of the total project costs.

IF YOUR TOTAL PROJECT COSTS	YOU MUST SECURE AND PROVIDE EVIDENCE OF A MINIMUM CO-FUNDED AMOUNT OF	AND THE AMOUNT OF FUNDING YOU CAN APPLY FOR IS UP TO
\$175,000	\$35,000	\$140,000
\$100,000	\$20,000	\$ 80,000
\$ 80,000	\$16,000	\$ 64,000

All figures exclude GST

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 before the start date or 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 co-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.

The value of in-kind co-funding should, in most cases, be the actual cost incurred 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.

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What Can and Cannot be Funded

MBIE FUNDABLE?	
Yes	No
<ul style="list-style-type: none"> > Projects that provide one or more innovative, new science and technology engagement activities. 	<ul style="list-style-type: none"> > Business as usual activities, including events, projects, communications, and publications that promote business as usual activities.
	<ul style="list-style-type: none"> > Projects that duplicate initiatives already part of the A Nation of Curious Minds – He Whenua Hihiri I Te Mahara The National Strategic Plan for Science in Society (refer Annex 4 in the Plan).
	<ul style="list-style-type: none"> > Activities with a similar purpose that have been funded from other government departments.
	<ul style="list-style-type: none"> > Activities that engage repeat participants to a broadly similar project as those previously funded (see https://www.curiousminds.nz/projects/?fund=unlocking-curious-minds)
<ul style="list-style-type: none"> > Refocused previously funded projects supported by strong evidence that the changes will: <ul style="list-style-type: none"> – Provide new innovative activities – Reach to a new target audience/s. 	<ul style="list-style-type: none"> > Projects that have been previously funded by MBIE that do not: <ul style="list-style-type: none"> – Demonstrate new innovative activity, and/or – Reach a new target audience/s.
<ul style="list-style-type: none"> > Costs associated directly with the project; this may include: <ul style="list-style-type: none"> – Costs of personnel – Personnel-related costs – Material and consumables directly related to promoting or delivering a project – Travel directly related to delivering the project – Project operational costs. 	<ul style="list-style-type: none"> > Capital expenditure for any equipment with an asset life beyond the term of the project.
<ul style="list-style-type: none"> > Projects that start from early February 2020 and are completed by 31 December 2020. 	<ul style="list-style-type: none"> > Projects that occur before February 2020 or after December 2020.
<p>Projects that involve activities in the summer months may seek a later completion date. The rationale for a later date must be clearly set out in the proposal.</p>	

The Application and Assessment Process

This section outlines the application, assessment and decision making processes, and the application timeline. Details of the contracting process and reporting requirements for successful applications are also outlined.

The Application Process

Applying for funding from the Fund's 2020 investment round comprises a two-stage process.

Stage

1

REGISTER YOUR INTENT TO APPLY FOR FUNDING

The registration process signals your intent to submit a funding proposal and is performed in MBIE's Investment Management System (IMS) – a secure online portal.

We will use the information collected at registration to prepare for the assessment of submitted proposals.

Registration **must** be completed **before** you can submit a funding proposal.

Stage

2

SUBMIT A FUNDING PROPOSAL

All eligible proposals will be assessed by a panel of independent expert assessors against the assessment criteria. The assessment panel will provide recommendations to MBIE which will inform the final decision on which proposals will progress to contracting. All applicants will be notified of the assessment outcome.

As with registration, proposals are also entered and submitted in the IMS portal. You may enter and submit your proposal immediately after you have completed Registration, i.e., you do not need to wait for the Registration period to close.

See pages 12 and 14 for the Local Grant registration and proposal templates, and pages 20 and 23 for the Regional / National registration and proposal templates. These templates contain the information required and guidance on preparing that information. When preparing your application, we encourage you to consider the Fund's eligibility criteria, the assessment criteria, the terms and conditions relating to this Call for Proposals, and the Funding Agreement.

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 our IMS portal. Once registered, they will then be invited to enter their diversity data. For more information, see our [Diversity Statement](#).

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Key Dates in the Application Timeline



All dates are NZ Standard Time

Changes to key dates will be notified via an MBIE [Alert](#) e-newsletter.

Key References

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

- > scienceonline.tki.org.nz - The principles, aims, values, objectives, and key competencies of the New Zealand Curriculum – Science.
- > [Funding Agreement Template](#) - The template for the contract drawn up between successful applicants and MBIE. By applying to the fund, you agree to the Terms and Conditions in this call for proposals and those set out in the Funding Agreement.
- > [A Nation of Curious Minds He Whenua Hihiri i te Mahara](#) - New Zealand's national strategic plan for science and society.
- > [National Statement of Science Investment](#) - How New Zealand is aiming for a highly dynamic science system that enriches all our lives.

How your Proposal will be Assessed

MBIE will verify that proposals are eligible and will decline proposals that are not eligible. All eligible proposals will then be assessed by an MBIE-appointed assessment panel against the following assessment criteria.

UNLOCKING CURIOUS MINDS CONTESTABLE FUND ASSESSMENT CRITERIA		WEIGHTING
EXCELLENCE	<p>When assessing a proposal, MBIE will consider excellence as:</p> <ul style="list-style-type: none"> > Whether a coherent strategy and project plan is identified, including clear outcomes, how outcomes will be achieved, and how success will be measured. > Whether the project idea is relevant to the current issues and needs of the target audience and involves innovative approaches and engagement methods, appropriate for the target audience. > Whether it is clear that the science and technology component of the project will be managed to maintain scientific rigour and accuracy. > The quality of the project team – including skills mix, available support, resources, experience and track record. > Whether the idea can be delivered within the required timeframe. > The ability of the project team to connect with the target audience. > If relevant, the strength of linkages with relevant partners and others involved in science and technology engagement in the relevant area and field of engagement. > Whether the project demonstrates good value for money. 	50%
	<p>When assessing a proposal, MBIE will consider impact as:</p> <ul style="list-style-type: none"> > Whether the project is likely to contribute to the Fund objective and outcomes. > Whether the project is targeted toward a clearly defined target audience for whom there are opportunities and benefits for increased engagement with science and technology. > Whether the successful delivery of the project is likely to deliver positive change in the way the target audience engages with science and technology so that science and technology becomes more important or relevant for them and/or they are able to engage societal debate about science and technology issues. > Where possible, the extent to which the project will leverage off other organisations, resources, and/or initiatives, to maximise existing resources. > <i>For Regional/National Grants only:</i> The extent of collaboration with other organisations and other initiatives/resources to deliver the project. > <i>For refocused and previously funded projects:</i> Evidence of impact, where available, and the credibility of the systems used to demonstrate that impact. 	50%

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Conflicts of Interest

MBIE will publish the names of the Fund's Assessment panel on [MBIE's Unlocking Curious Minds Contestable Fund webpages](#) and the [Curious Minds website](#) before your application is assigned to an Assessor for assessment.

MBIE will issue an MBIE Alert to announce this publication. If you are not registered for these alerts, click [here](#).

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 curiousminds@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 Commons¹ licences.

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

Funding Decisions and Contracting

The Decision Making Process

The final decision on which proposals will be funded will be made by the General Manager of the Science System Investment and Performance Branch in the Labour, Science and Enterprise Group, MBIE. This decision:

- > Will be informed by the Assessment Panel's recommendation report
- > Will take into account:
 - the overall mix of proposals to ensure that there is a mix of delivery approaches
 - geographic locations
 - science and technology topics and projects that target a wide variety of audiences
 - any other information that it deems relevant.
- > May be contingent on:
 - pre-contractual conditions which must be met before the investment is contracted
 - special conditions in addition to the general terms and conditions set out in the Fund's Funding Agreement
 - a variation to the proposed term of a proposal
 - a variation to the funding allocated from that proposed and requirement that the proposed project plan be negotiated to MBIE's satisfaction to reflect the changed funding.

MBIE reserves the right to take into account prior performance in previous Unlocking Curious Minds Funding Agreements. Where an applicant is recommended to be funded but has an outstanding reporting requirement, or other unmet Unlocking Curious Minds contractual obligations, at the time of contracting, MBIE may withhold the Funding Agreement until such a time as previous Unlocking Curious Minds contracting obligations are fulfilled. Please note that the new contract start date could be delayed where earlier Unlocking Curious Minds contractual obligations are unfulfilled.

MBIE will advise the proposal's primary contact person of the funding decisions in November 2019. The successful applicants will be published on [MBIE's Unlocking Curious Minds Contestable Fund webpages](#) and the [Curious Minds website](#) and announced via a press release.

The Contracting Process

If the decision is made to invest in your proposal, MBIE will enter into a Funding Agreement and an associated Work Programme Agreement with your organisation (subject to any pre-contractual conditions being met). This Funding Agreement will contain information from your proposal and will be sent to the designated contact person after the announcement of the investment decisions. This agreement is expected to be signed and returned to MBIE within one month of receipt.

The terms and conditions of the Fund's Funding Agreement will apply to the provision of funding agreed between MBIE and the contracting organisation. By submitting a proposal, you are agreeing to both the terms and conditions of:

- > This Call for Proposals
- > The Fund's Funding Agreement. A sample agreement is available on the [MBIE's Unlocking Curious Minds Contestable Fund webpages](#) and the [Curious Minds website](#).

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REPORTING OBLIGATIONS

During the contracted funding period, successful applicants will be required to report to MBIE on the project's progress towards the overall project outcomes stated in the application, the level of audience engagement, budget, and communication. MBIE can provide assistance with surveys² to assist successful applicants with understanding and reporting on the reach, impact and effectiveness of their project.

Within a month of the contract end date, a Final report that updates the information in the Progress report and confirms the final outcomes of the project will be required.

REQUIRED REPORTING	DUE DATE	REPORTING PERIOD
Progress Report	One month before the mid-point of the project's work programme or as otherwise agreed with MBIE	From the start date of the project's 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

Reportable information includes:

- > the status and progress towards delivering on the overall project outcomes, including key achievements, the steps taken and, where applicable, the changes made to your approach
- > the number of participants
- > emerging risks and what is being done to address them
- > how you are communicating and promoting your project
- > how you are measuring the success of your project and your assessment of what the project is achieving.

Specific reporting guidelines will be supplied separately to successful applicants at the contracting stage.

FUNDING PAYMENTS

The contract holder must manage the approved funding to ensure delivery of the contracted work programme and adhere to any reporting requirements. Subject to specific contract conditions, MBIE funding will be provided as follows:

- > For approved total MBIE funding up to and including \$30,000 (GST exclusive), 100% of the approved funding will be paid once the Funding Agreement has been signed.
- > For approved total MBIE funding above \$30,000 (GST exclusive):
 - 50% of the approved funding will be paid when the Funding Agreement is signed
 - 40% will be paid on acceptance of a mid-term Progress report that demonstrates progress towards the outcomes intended in the proposal and management of emerging risks
 - 10% will be paid on completion of the project and acceptance of a Final report that demonstrates that the project has achieved its stated outcomes.

Further Information

Web	MBIE's Unlocking Curious Minds Contestable Fund webpages The Curious Minds website
Email	Proposal queries: curiousminds@mbie.govt.nz IMS portal queries: imssupport@mbie.govt.nz
Phone	0800 693 778 (Monday to Friday, 8:30am to 4:30pm)

² See <https://www.curiousminds.nz/assets/Discover/Article/UCM-2017-Surveying-Guidelines.docx> for survey guidelines

Application Templates

Applying for funding from the Unlocking Curious Minds Contestable Fund comprises two stages:

1. Registering your intent to apply for funding
2. Submitting a funding proposal.

This section contains the registration and proposal templates that you can use to prepare both your registration and funding proposal. Each template contains the information that we require, direction on what we are looking for, and guidance on how to prepare that information. This direction and guidance is not intended to constrain the information you provide. Mandatory information is marked with an asterisk (*) and, where applicable, information restrictions (e.g., word limits) are noted.

Registration and the entering and submission of proposals are performed in MBIE's Investment Management System (IMS) – a secure online portal. You must complete registration before you can submit a funding proposal. Once registered, you may begin to enter your proposal into the IMS portal, i.e., you do not need to wait for the registration period to close.

We recommend you use the following templates 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. See *Registering and Submitting a Proposal in the IMS Portal* on page 30 for detailed instruction.

Tips for Writing a Good Application

- > Use plain text when copying and pasting text into the IMS portal fields and then format your entry in the portal field.
- > Structure your narrative in a logical way – so there is a natural and obvious flow between your ideas.
- > Consider using subheadings to highlight and guide the reader to the key messages you want to convey.
- > Avoid large blocks of text. White space enhances the visual impact of your proposal and makes reading easier.
- > Cross reference, rather than duplicate information where possible, e.g., "Key end users, including but not limited to those listed in Section X will be invited..."
- > Check spelling, grammar, and readability.

Local Grant Registration Template

This template contains the information required to register for funding from the Unlocking Curious Minds Local Grant. An asterisk (*) indicates mandatory information.

We recommend you use this template to draft the required information in a word processor of your choice and then when ready to submit your registration, copy and paste the necessary segments into the appropriate IMS portal fields and upload your supporting documentation where directed.

If you submit your intent to apply for funding from the Local Grant, you can only apply for Local Grant funding in your funding proposal. Should you decide after registration that you wish to apply instead for funding from the Regional / National Grant, you will need to complete a new registration within the registration period.

You cannot apply for funding for the same project from both grants.

Registration is completed in the IMS portal. You can register your intent for funding **between 29 July 2019 and 12 noon, 15 August 2019**. You must register before you can submit a proposal.

We recommend that you familiarise yourself with the portal well before the Registration deadline. See *Registering and Submitting a Proposal in the IMS Portal* on page 30 for detailed instruction.

LOCAL GRANT REGISTRATION TEMPLATE

INFORMATION REQUIRED

An * indicates mandatory information.
The IMS portal will direct you in how to enter this information and upload supporting information.

WORD LIMIT

ELIGIBILITY

*Eligibility

Confirm that your application meets the Fund's Local Grant eligibility criteria by answering yes or no to the following questions:

- > Will the proposed activity or activities take place in one New Zealand (including the Chatham Islands) town or city?
- > Are you a New Zealand citizen or permanent resident, or, an Organisation that is a legal entity with an IRD number?

You will need to support this by providing your New Zealand Business Number (or Company Registration Number) or Charitable Trust Registration Number.

If you have answered no to any of the above, explain why.

100 words

*Organisation type

Specify a category from the following list that best fits your organisation.

- > University
- > Wānanga
- > Crown Research Institute
- > Trust
- > Museum
- > Company
- > Local Council
- > School
- > Other.

If other, provide us with a meaningful description of your organisation's type.

30 words

*Company or Trust Number

If relevant, tell us your New Zealand Business Number, Companies Registration Number or Charitable Trust Registration Number.

If you are a Trust, you will need to provide us with an electronic copy of your Trust Deed/Rules document when submitting your proposal.

LOCAL GRANT REGISTRATION TEMPLATE

INFORMATION REQUIRED		
<p><i>An * indicates mandatory information.</i> <i>The IMS portal will direct you in how to enter this information and upload supporting information.</i></p>		WORD LIMIT
PROJECT DETAILS		
*Funding requested	<p>Specify the total amount of funding (excluding GST) you are requesting. For Local grants you can request up to 100% of the total project costs up to a maximum of \$30,000 (excluding GST).</p> <ul style="list-style-type: none"> > 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 for any equipment with an asset life beyond the term of the project is not funded. > It is not a requirement to apply for the full funding available. 	
*Full title	<p>Provide a meaningful title that identifies the nature of the proposed project. Your title should clearly reflect the nature of the science and technology involved.</p> <p>Do not include acronyms or abbreviations, and avoid cryptic or humorous "tabloid" style titles.</p>	12 words
*Project start and end dates	<p>Specify the expected start and end dates for your project.</p> <p>The funding period is from February 2020 to 31 December 2020. All projects approved for funding must start on 1 February 2020 and must be completed on or before 31 December 2020. If your proposed project's end date is after 31 December 2020, you will need to request an end date extension when submitting your proposal.</p>	
*Keywords	<p>List up to 5 key words (each between 3 and 55 characters in length) that describe the nature of your project's science and technology element.</p> <p>Do not include acronyms or abbreviations.</p>	5 words
*Primary Contact	<p>Provide the name, email address and telephone number of your primary contact person.</p> <p>This contact must have the authority to discuss your proposal with MBIE.</p>	
Secondary Contact	<p>Provide a name, email address and telephone number of a second contact person.</p> <p>This secondary contact must differ from the primary.</p>	
PUBLIC STATEMENT		
*Public statement	<p>Using language easily understandable by the general public, tell us about your project in an engaging manner. Include:</p> <ul style="list-style-type: none"> > The aims and outcomes of your project > How you will go about achieving these > Who the target audience is > Where the project is taking place > If applicable, brief details about prior funding the project has received before it was refocussed > Publishable contact details that can be used by the public and the media. <p>Do not include confidential information, references, images, video, or audio files.</p> <p>If your proposal is funded, your public statement will be published on MBIE's Unlocking Curious Minds Contestable Fund webpages and the Curious Minds website and may be used in the public arena.</p>	200 words
CONFLICTS OF INTEREST		
*Conflicts of Interest	<p>Declare any potential conflicts of interest and describe the nature of the conflict. This may include possible conflicts with a part of MBIE you are engaged with. See page 8 for more details.</p>	

Local Grant Proposal Template

This template details the information you should cover in your proposal for funding from the Unlocking Curious Minds Local Grant. Direction and guidance on what we are looking for and how to prepare that information is provided but note that this is not intended to constrain the information you provide. Where noted you will be asked to validate and if necessary expand and/or amend information entered at Registration. An asterisk (*) indicates mandatory information.

We recommend you use this template to draft the required information in a word processor of your choice and then when ready to submit your proposal, copy and paste the necessary segments into the appropriate IMS portal fields and upload your supporting documentation where directed.

Proposals are entered and submitted to MBIE in the IMS portal. See *Registering and Submitting a Proposal in the IMS Portal* on page 30 for detailed instruction.

You must register before you can submit a proposal. Immediately after registration, you can submit a proposal. The proposal submission period is from **29 July 2019** until **12 noon, 12 September 2019**.

You can only submit a Local Grant funding proposal if you have registered for funding from the Local Grant. Should you decide after registration that you wish to apply instead for funding from the Regional/National Grant, you will need to first complete a new registration within the registration period.

You cannot apply for funding for the same project from both grants.

LOCAL GRANT PROPOSAL TEMPLATE

INFORMATION REQUIRED

*The IMS portal will direct you in how to enter your information and upload supporting information, e.g., Trust Deeds and CVs. An * indicates mandatory information. Unless specifically requested, do not include URLs. Information provided by way of URL links to websites will not be considered or assessed. Ensure that your proposal directly addresses the eligibility and assessment criteria and considers the Fund's objectives and outcomes.*

WORD LIMIT

ELIGIBILITY

*Eligibility

Confirm that your application meets the Fund's Local Grant eligibility criteria by answering yes or no to the following questions:

- > Will the proposed activity or activities take place in one New Zealand (including the Chatham Islands) town or city?
- > Are you a New Zealand citizen or permanent resident, or, an Organisation that is a legal entity with an IRD number?

You will need to support this by providing your New Zealand Business Number (or Company Registration Number) or Charitable Trust Registration Number.

If you have answered no to any of the above, explain why.

100 words

*Organisation type

Specify a category from the following list that best fits your organisation.

- | | |
|----------------------------|-----------------|
| > University | > Company |
| > Wānanga | > Local Council |
| > Crown Research Institute | > School |
| > Trust | > Other. |
| > Museum | |

If other, provide us with a meaningful description of your organisation's type.

30 words

Company or Trust Number

If relevant, tell us your New Zealand Business Number, Companies Registration Number or Charitable Trust Registration Number.

If you are a Trust, you will need to provide us with an electronic copy of your Trust Deed/Rules document when submitting your proposal.

LOCAL GRANT PROPOSAL TEMPLATE

INFORMATION REQUIRED

The IMS portal will direct you in how to enter your information and upload supporting information, e.g., Trust Deeds and CVs. An * indicates mandatory information. Unless specifically requested, do not include URLs. Information provided by way of URL links to websites will not be considered or assessed. Ensure that your proposal directly addresses the eligibility and assessment criteria and considers the Fund's objectives and outcomes.

WORD LIMIT

PROJECT DETAILS

*Funding requested	<p>Validate/update the total amount of funding you are requesting from MBIE, excluding GST.</p> <p>You may request 100% of the total project costs up to a maximum of \$30,000 (excluding GST).</p> <ul style="list-style-type: none"> > 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 for any equipment with an asset life beyond the term of the project is not funded. > It is not a requirement to apply for the full funding available. 	
*Full title	<p>Validate/update the project title you entered at Registration.</p> <p>Your title should clearly reflect the nature of the science and technology involved.</p> <p>Do not include acronyms or abbreviations, and avoid cryptic or humorous "tabloid" style titles.</p>	12 words
Project start and end dates	<p>*Validate/update the expected start and end dates for your project.</p> <p>The funding period is from February 2020 to 31 December 2020. All projects approved for funding must start on 1 February 2020 and must be completed on or before 31 December 2020. If your proposed project's end date is after 31 December 2020, you will need to request a Project End Date Extension and outline the rationale (<i>see below</i>).</p>	
	<p>Project End Date Extension</p> <p>If applicable, provide a strong rationale for why your project cannot be completed on or before 31 December 2020.</p>	30 words
*Project Location	<p>Tell us the:</p> <ul style="list-style-type: none"> > City or town in which the project will take place > Region/s in which the project will take place. 	
*Keywords	<p>Validate/update the five key words (each between 3 and 55 characters in length) that describe the nature of your project's science and technology element.</p> <p>Do not include acronyms or abbreviations.</p>	5 words
*Primary Contact	<p>Validate/update the name, email address and telephone number of your primary contact person.</p> <p>This contact must have the authority to discuss your proposal with MBIE.</p>	
Secondary Contact	<p>Validate/update the name, email address and telephone number of your second contact person.</p> <p>This secondary contact must differ from the primary.</p>	

LOCAL GRANT PROPOSAL TEMPLATE

INFORMATION REQUIRED

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WORD LIMIT

PUBLIC STATEMENT

*Public statement	<p>Validate/update the public statement you submitted at Registration. Remember that this should be written in an engaging manner using language easily understandable by the general public. Check that your statement includes:</p> <ul style="list-style-type: none"> > The aims and outcomes of your project > How you will go about achieving these > Who the target audience is > Where the project is taking place > If applicable, brief details about prior funding the project has received before it was refocussed > Publishable contact details that can be used the public and/or the media. <p>Do not include confidential information, references, images, video, or audio files.</p> <p>If your proposal is funded, your public statement will be published on MBIE's Unlocking Curious Minds Contestable Fund webpages and the Curious Minds website and may be used in the public arena.</p>	200 words
Online presence	If you have an online presence for your project, e.g. a website or social media accounts, etc., provide the links to these.	100 words

PROJECT SUMMARY

*Project Summary	<p>Tell us in detail the overall aims and objectives of your proposed project and how you will achieve these. Include:</p> <ul style="list-style-type: none"> > Why your project is needed (the issue or needs you are addressing) > How your project is new and innovative and differs from your business-as-usual activities > What you propose to do; your hypothesis, scientific approach, and methodologies > The degree, scope and frequency of your engagement activities > The results, impacts or outcomes you expect, and who will use or benefit from them; specifically how the project will lift levels of understanding and involvement with science and technology. <p>Be specific. Clearly articulate strategy and methodology. Present a clear picture of the issue or problem, your audience, and the impact that your project will have.</p> <p>Do not include references, hyperlinks, images, video, or audio files.</p>	700 words
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WORK PROGRAMME

*Work Programme	<p>Provide us with:</p> <ul style="list-style-type: none"> > A coherent strategy and project plan that details how you will achieve the project's outcomes > Evidence that the project can be delivered within the required timeframe > A clear sequenced timeline of the key steps, stages or milestones. 	300 words
------------------------	--	-----------

PROJECT EXCELLENCE

*Project methods	Tell us what methodologies will you use, your scientific approach, and why you decided on these.	200 words
*Project relevance	Tell us why the project is relevant to the current issues and needs of the target audience and how it involves innovative approaches and engagement methods appropriate for them.	300 words
*Project rigour	Tell us how you plan to ensure that the science and technology component of the project will be managed to maintain scientific rigor and accuracy.	200 words

LOCAL GRANT PROPOSAL TEMPLATE

INFORMATION REQUIRED

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WORD LIMIT

- *Project team** Using the following table as a guide, detail the key personnel that will be involved in the project and provide supporting CVs.

Sample Team Table

Role	Full Name	CV	Email Address	ORCID iDs	Diversity Registration
*Project Leader	Mandatory	Yes	Mandatory	Yes	Yes
*Key individual	Mandatory	Yes	Mandatory	Yes	Yes
*Expert	Mandatory	No	Mandatory	Yes	Yes
Other	Mandatory	No	Mandatory	Yes	Yes

Note the mandatory roles (*). You will need to name at least one Key individual and at least one Expert.

Key Role Descriptions

Project Leader	the person who is leading the project
Key Individual	an individual with a significant role in the project
Expert	a science & technology expert involved in the project
Other	a significant role that does not fit the above categories

As 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. Once registered they will receive an email with information on how to then enter and manage their profile.

For more information, see the [Collecting Diversity](#) guide.

CVs do not have to comply with the standard New Zealand Research, Science and Innovation (RS&I) Curriculum Vitae template.

*Team Excellence	For each team member involved in carrying out the project (including those from other organisations) detail: <ul style="list-style-type: none"> > Their name, skills, track record, experience with similar projects > Their ability to connect with the target audience > Strength of linkages with relevant partners. 	200 words
*Collaborations	Tell us how you will leverage the science and technology engagement capabilities of other organisations, partners, resources, and/or initiatives involved in science and technology engagement. Tell us who you will be collaborating with and describe the strength and impact of those collaborations.	200 words

PROJECT IMPACT

*Outcomes	Tell us: <ul style="list-style-type: none"> > What is distinctive about this project in the way it will engage 'hard to reach' audiences > How the project contributes to the Fund's objective and outcomes > What the expected benefits are of the project beyond the project's completion date. Do not include images in your response.	300 words
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LOCAL GRANT PROPOSAL TEMPLATE

INFORMATION REQUIRED

The IMS portal will direct you in how to enter your information and upload supporting information, e.g., Trust Deeds and CVs. An * indicates mandatory information. Unless specifically requested, do not include URLs. Information provided by way of URL links to websites will not be considered or assessed. Ensure that your proposal directly addresses the eligibility and assessment criteria and considers the Fund's objectives and outcomes.

WORD LIMIT

*Target audience	<p>Tell us about the project's target audience. Include:</p> <ul style="list-style-type: none"> > The size of the target audience > Why they are the right audience for this project > Why they are disengaged with science and technology > The problem/s you are trying to solve > Why this project is relevant to them and why now. <p>Describe how your proposed project targets a clearly defined target audience for whom there are opportunities and benefits for increased engagement with science and technology.</p> <p>Provide clear justification for how your identified target audience is 'hard to reach' and is aligned with the overall Fund's objectives and outcomes, and the objectives and outcomes of A Nation of Curious Minds – He Whenua Hihiri I Te Mahara - A National Strategic Plan for Science in Society.</p>	300 words
*Impact	<p>Explain how successful delivery of the project is likely to deliver positive change in the way the target audience engages with science and technology so that science and technology becomes more important or relevant for them and/or they are able to engage societal debate about science and technology issues.</p> <p>Tell us also how you will measure this success.</p>	200 words

PREVIOUS FUNDING

*Previous Unlocking Curious Minds funding	<p>Tell us if the proposed project involves an extension or expansion of a previously funded Unlocking Curious Minds project. If yes:</p> <ul style="list-style-type: none"> > Tell us the name and contract number of the prior project. > Detail in full the changes that have been made and provide strong evidence to support how those changes will: <ul style="list-style-type: none"> – provide for new and innovative activities – reach a new target audience/s. 	100 words
	<p>If this project has had funding from one or more previous Unlocking Curious Minds Contestable Fund investment rounds, tell us:</p> <ul style="list-style-type: none"> > The relevance of the previous project to the current proposal > The effect this funding had > The outcomes of the project and the impact on the target audience > How you assessed and/or measured the success of the project. <p>Clearly refer to and outline previous contract codes, results, benefits and learnings from previous projects.</p> <p>If no previous Unlocking Curious Mind funding has been received, state "Not Applicable".</p>	200 words

PROJECT BUDGET

*Budget	<p>Using the sample table on the following page as a guide, provide us with your project's budget. Show clearly how the requested MBIE funding will be used to cover your project costs.</p> <ul style="list-style-type: none"> > Project costs must be solely and directly related to the project work programme. Capital expenditure for any equipment with an asset life beyond the term of the project is not funded. > It is not a requirement to apply for the full funding available. > Your total expenditure must equal all of the funding (excluding GST) you will receive for this project. This must include any co-funding. 	
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LOCAL GRANT PROPOSAL TEMPLATE

INFORMATION REQUIRED

The IMS portal will direct you in how to enter your information and upload supporting information, e.g., Trust Deeds and CVs. An * indicates mandatory information. Unless specifically requested, do not include URLs. Information provided by way of URL links to websites will not be considered or assessed. Ensure that your proposal directly addresses the eligibility and assessment criteria and considers the Fund's objectives and outcomes.

WORD LIMIT

Sample Budget Table

Sample Budget Table			Totals (excl. GST)	Project Total
Budget Item				
	Itemised breakdown			0.00
Personnel cost			0.00	0.00
	Team member A costs	0.00		
	Team member B costs	0.00		
	...	0.00		
Materials and Consumables			0.00	0.00
	Printing	0.00		
	Stationary	0.00		
	Clothing (protective, etc.)	0.00		
	Equipment purchases	0.00		
	Equipment hire	0.00		
	...	0.00		
Overheads			0.00	0.00
	...	0.00		
Travel			0.00	0.00
	Flights	0.00		
	Rental cars	0.00		
	...	0.00		
Accommodation			0.00	0.00
	Koha	0.00		
	...	0.00		
Other (please specify)			0.00	0.00
	Monies from other sources (i.e., co-funding)...	0.00		
	...	0.00		

Explain the major items of expenditure (as detailed in the itemised breakdown above). If the project will be co-funded explain how this co-funding will be used. 150 words

ETHICS AND HEALTH AND SAFETY

*Ethics	Human and cultural ethical issues	100 words
	If applicable, describe how you will manage any human and cultural ethical issues that may arise during the project period.	
	Animal-related ethical issues	100 words
	If applicable, describe how you will ensure that you manage any animal-related ethical issues that may arise in the conduct of your project.	
*Health and Safety	If applicable, describe how you will ensure that you manage any health and safety issues that may arise during the project period.	100 words

CONFLICTS OF INTEREST

*Conflicts	Validate/update the conflicts of interest declared at Registration. This may include possible conflicts with Assessors or a part of MBIE you are engaged with. See page 8 for more details.
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ADDITIONAL INFORMATION

*Other	Tell us how you heard about the Unlocking Curious Minds Contestable Fund.
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Regional / National Grant Registration Template

This template contains the information required to register for funding from the Unlocking Curious Minds Regional / National Grant. An asterisk (*) indicates mandatory information.

We recommend you use this template to draft the required information in a word processor of your choice and then when ready to submit your registration, copy and paste the necessary segments into the appropriate IMS portal fields and upload your supporting documentation where directed.

If you submit your intent to apply for funding from the Regional / National Grant, you can only apply for Regional / National Grant funding in your funding proposal. Should you decide after registration that you wish to apply instead for funding from the Local Grant, you will need to complete a new registration within the registration period.

You cannot apply for funding for the same project from both grants.

Registration is completed in the IMS portal. You can register your intent for funding **between 29 July 2019 and 12 noon, 15 August 2019**. You must register before you can submit a proposal.

We recommend that you familiarise yourself with the portal well before the Registration deadline. See *Registering and Submitting a Proposal in the IMS Portal* on page 30 for detailed instruction.

REGIONAL / NATIONAL GRANT REGISTRATION TEMPLATE

INFORMATION REQUIRED		WORD LIMIT
<p><i>An * indicates mandatory information. The IMS portal will direct you in how to enter this information and upload supporting information.</i></p>		
ELIGIBILITY		
*Eligibility	<p>Confirm that your application meets the Fund's Regional / National Grant eligibility criteria by answering yes or no to the following questions:</p> <ul style="list-style-type: none"> > Will the proposed activity or activities take place in one or more New Zealand (including the Chatham Islands) regions? > Are you an Organisation that is a legal entity with an IRD number? <p>You will need to support this by providing your New Zealand Business Number (or Company Registration Number) or Charitable Trust Registration Number.</p> <ul style="list-style-type: none"> > Have you secured the minimum co-funding amount of 20% of the total project costs? <p>You will need to provide full details of the co-funding arrangement including how you will use the co-funding when submitting your proposal.</p>	
	If you have answered no to any of the above, explain why.	100 words
*Organisation type	<p>Specify a category from the following list that best fits your organisation.</p> <ul style="list-style-type: none"> > University > Wānanga > Crown Research Institute > Trust > Museum > Company > Local Council > School > Other. 	
	If other, provide us with a meaningful description of your organisation's type.	30 words

REGIONAL / NATIONAL GRANT REGISTRATION TEMPLATE

INFORMATION REQUIRED

An * indicates mandatory information.

The IMS portal will direct you in how to enter this information and upload supporting information.

WORD LIMIT

***Company or Trust Number**

Tell us your New Zealand Business Number, Companies Registration Number or Charitable Trust Registration Number.

If you are a Trust, you will need to provide us with an electronic copy of your Trust Deed/Rules document when submitting your proposal.

PROJECT DETAILS

***Funding requested**

Specify the total amount of funding (excluding GST) you are requesting.

For Regional/National grants you can request up to 80% of the total project costs up to a maximum of \$150,000 (excluding GST).

- > 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 for any equipment with an asset life beyond the term of the project is not funded.
- > It is not a requirement to apply for the full funding available.

***Full title**

Provide a meaningful title that identifies the nature of the proposed project. Your title should clearly reflect the nature of the science and technology involved.

Do not include acronyms or abbreviations, and avoid cryptic or humorous "tabloid" style titles.

12 words

***Project start and end dates**

Specify the expected start and end dates for your project.

The funding period is from February 2020 to 31 December 2020. All projects approved for funding must start on 1 February 2020 and must be completed on or before 31 December 2020. If your proposed project's end date is after 31 December 2020, you will need to request an extension when submitting your proposal.

***Keywords**

List up to 5 key words (each between 3 and 55 characters in length) that describe the nature of your project's science and technology element.

Do not include acronyms or abbreviations.

5 words

***Primary Contact**

Provide the name, email address and telephone number of your primary contact person.

This contact must have the authority to discuss your proposal with MBIE.

Secondary Contact

Provide a name, email address and telephone number of a second contact person.

This secondary contact must differ from the primary.

PUBLIC STATEMENT

***Public statement**

Using language easily understandable by the general public, tell us about your project in an engaging manner. Include:

- > The aims and outcomes of your project
- > How you will go about achieving these
- > Who the target audience is
- > Where the project is taking place
- > If applicable, brief details about prior funding the project has received before it was refocussed
- > Publishable contact details that can be used by the public and/or the media.

Do not include confidential information, references, images, video, or audio files.

If your proposal is funded, your public statement will be published on MBIE's website and the Curious Mind's website and may be used in the public arena.

200 words

REGIONAL / NATIONAL GRANT REGISTRATION TEMPLATE

INFORMATION REQUIRED		WORD LIMIT
<i>An * indicates mandatory information. The IMS portal will direct you in how to enter this information and upload supporting information.</i>		
CONFLICTS OF INTEREST		
*Conflicts of Interest	Declare any potential conflicts of interest and describe the nature of the conflict. This may include possible conflicts with a part of MBIE you are engaged with. See page 8 for more details.	

Regional / National Grant Proposal Template

This template details the information you should cover in your proposal for funding from the Unlocking Curious Minds Regional / National Grant. Direction and guidance on what we are looking for and how to prepare that information is provided but note that this is not intended to constrain the information you provide. Where noted you will be asked to validate and if necessary expand and/or amend information entered at Registration. An asterisk (*) indicates mandatory information.

We recommend you use this template to draft the required information in a word processor of your choice and then when ready to submit your proposal, copy and paste the necessary segments into the appropriate IMS portal fields and upload your supporting documentation where directed.

Proposals are entered and submitted to MBIE in the IMS portal. See *Registering and Submitting a Proposal in the IMS Portal* on page 30 for detailed instruction.

You must register before you can submit a proposal. Immediately after registration, you can submit a proposal. The proposal submission period is from **29 July 2019** until **12 noon, 12 September 2019**.

You can only submit a Regional/National Grant funding proposal if you have registered for funding from the Regional/National Grant. Should you decide after registration that you wish to apply instead for funding from the Local Grant, you will need to first complete a new registration within the registration period.

You cannot apply for funding for the same project from both grants.

REGIONAL / NATIONAL GRANT PROPOSAL TEMPLATE

INFORMATION REQUIRED

*The IMS portal will direct you in how to enter your information and upload supporting information, e.g., Trust Deeds and CVs. An * indicates mandatory information. Unless specifically requested, do not include URLs. Information provided by way of URL links to websites will not be considered or assessed. Ensure that your proposal directly addresses the eligibility and assessment criteria and considers the Fund's objectives and outcomes.*

WORD LIMIT

ELIGIBILITY

*Eligibility

Confirm that your application meets the Fund's Regional / National Grant eligibility criteria by answering yes or no to the following questions:

- > Will the proposed activity or activities take place in one or more New Zealand (including the Chatham Islands) regions?
- > Are you an Organisation that is a legal entity with an IRD number?

You will need to support this by providing your New Zealand Business Number (or Company Registration Number) or Charitable Trust Registration Number.

- > Have you secured the minimum co-funding amount of 20% of the total project costs?

You will need to provide full details of the co-funding arrangement including how you will use the co-funding in the full proposal in the proposal's Budget section.

If no to any of the above, explain why.

100 words

*Organisation type

Specify a category from the following list that best fits your organisation.

- | | |
|----------------------------|-----------------|
| > University | > Company |
| > Wānanga | > Local Council |
| > Crown Research Institute | > School |
| > Trust | > Other. |
| > Museum | |

If other, provide us with a meaningful description of your organisation's type.

30 words

REGIONAL / NATIONAL GRANT PROPOSAL TEMPLATE

INFORMATION REQUIRED

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WORD LIMIT

*Company or Trust Number	Tell us your New Zealand Business Number, Companies Registration Number or Charitable Trust Registration Number. If you are a Trust, you will need to provide us with an electronic copy of your Trust Deed/Rules document when you enter your proposal in the IMS portal.
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PROJECT DETAILS

*Funding requested	Validate/update the total amount of funding you are requesting from MBIE, excluding GST. You may request 80% of the total project costs up to a maximum of \$150,000 (excluding GST). 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 for any equipment with an asset life beyond the term of the project is not funded. It is not a requirement to apply for the full funding available.	
*Full title	Validate/update the project title you entered at Registration. Your title should clearly reflect the nature of the science and technology involved. Do not include acronyms or abbreviations, and avoid cryptic or humorous "tabloid" style titles.	12 words
Project start and end dates	*Validate/update the expected start and end dates for your project. The funding period is from February 2020 to 31 December 2020. All projects approved for funding must start on 1 February 2020 and must be completed on or before 31 December 2020. If your proposed project's end date is after 31 December 2020, you will need to request a Project End Date Extension and outline the rationale (see below).	
	Project End Date Extension If applicable, provide a strong rationale for why your project cannot be completed on or before 31 December 2020.	30 words
*Project Location	Tell us the: <ul style="list-style-type: none"> > City or town in which the project will take place > Region/s in which the project will take place. 	
*Keywords	Validate/update the five key words (each between 3 and 55 characters in length) that describe the nature of your project's science and technology element. Do not include acronyms or abbreviations.	5 words
*Primary Contact	Validate/update the name, email address and telephone number of your primary contact person. This contact must have the authority to discuss your proposal with MBIE.	
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WORD LIMIT

PUBLIC STATEMENT		
*Public statement	<p>Validate/update the public statement you submitted at Registration. Remember that this should be written in an engaging manner using language easily understandable by the general public. Check that your statement includes:</p> <ul style="list-style-type: none"> > The aims and outcomes of your project > How you will go about achieving these > Who the target audience is > Where the project is taking place > If applicable, brief details about prior funding the project has received before it was refocussed > Publishable contact details that can be used by the public and the media. <p>Do not include confidential information, references, images, video, or audio files.</p> <p>If your proposal is funded, your public statement will be published on MBIE's Unlocking Curious Minds Contestable Fund webpages and the Curious Minds website and may be used in the public arena.</p>	200 words
Online presence	If you have an online presence for your project, e.g. a website or social media accounts, etc., provide the links to these.	100 words
PROJECT SUMMARY		
*Project Summary	<p>Tell us in detail the overall aims and objectives of your proposed project and how you will achieve these. Include:</p> <ul style="list-style-type: none"> > Why your project is needed (the issue or needs you are addressing) > How your project is new and innovative and differs from your business-as-usual activities > What you propose to do; your hypothesis, scientific approach, and methodologies > The degree, scope and frequency of your engagement activities > The results, impacts or outcomes you expect, and who will use or benefit from them; specifically how the project will lift levels of understanding and involvement with science and technology. <p>Be specific. Clearly articulate strategy and methodology. Present a clear picture of the issue or problem, your audience, and the impact that your project will have.</p> <p>Do not include references, hyperlinks, images, video, or audio files.</p>	700 words
WORK PROGRAMME		
*Work Programme	<p>Provide us with:</p> <ul style="list-style-type: none"> > A coherent strategy and project plan that details how you will achieve the project's outcomes > Evidence that the project can be delivered within the required timeframe > A clear sequenced timeline of the key steps, stages or milestones. 	400 words
PROJECT EXCELLENCE		
*Project methods	Tell us what methodologies will you use, your scientific approach, and why you decided on these.	300 words
*Project relevance	Tell us why the project is relevant to the current issues and needs of the target audience and how it involves innovative approaches and engagement methods appropriate for them.	800 words
*Project rigour	Tell us how you plan to ensure that the science and technology component of the project will be managed to maintain scientific rigor and accuracy.	300 words

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WORD LIMIT

***Project team**

Using the following table as a guide, detail the key personnel that will be involved in the project and provide supporting CVs.

Sample Team Table

Role	Full Name	CV	Email Address	ORCID iDs	Diversity Registration
*Project Leader	Mandatory	Yes	Mandatory	Yes	Yes
*Key individual	Mandatory	Yes	Mandatory	Yes	Yes
*Expert	Mandatory	No	Mandatory	Yes	Yes
Other	Mandatory	No	Mandatory	Yes	Yes

Note the mandatory roles (*). You will need to name at least one Key individual and at least one Expert.

Key Role Descriptions

Project Leader	the person who is leading the project.
Key Individual	an individual with a significant role in the project.
Expert	a science & technology expert involved in the project.
Other	a significant role that does not fit the above categories.

As 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. Once registered they will receive an email with information on how to then enter and manage their profile.

For more information, see the [Collecting Diversity](#) guide.

CVs do not have to comply with the standard New Zealand Research, Science and Innovation (RS&I) Curriculum Vitae template.

*Team Excellence	For each team member involved in carrying out the project (including those from other organisations) detail: <ul style="list-style-type: none"> > Their name, skills, track record, experience with similar projects > Their ability to connect with the target audience > Strength of linkages with relevant partners. 	400 words
*Collaborations	Tell us how you will leverage the science and technology engagement capabilities of other organisations, partners, resources, and/or initiatives involved in science and technology engagement. Tell us who you will be collaborating with and describe the strength and impact of those collaborations.	300 words

PROJECT IMPACT

*Outcomes	Tell us: <ul style="list-style-type: none"> > What is distinctive about this project in the way it will engage 'hard to reach' audiences > How the project contributes to the Fund's objective and outcomes > What the expected benefits are of the project beyond the project's completion date. Do not include images in your response.	400 words
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REGIONAL / NATIONAL GRANT PROPOSAL TEMPLATE

INFORMATION REQUIRED

The IMS portal will direct you in how to enter your information and upload supporting information, e.g., Trust Deeds and CVs. An * indicates mandatory information. Unless specifically requested, do not include URLs. Information provided by way of URL links to websites will not be considered or assessed. Ensure that your proposal directly addresses the eligibility and assessment criteria and considers the Fund's objectives and outcomes.

WORD LIMIT

*Target audience	<p>Tell us about the project's target audience. Include:</p> <ul style="list-style-type: none"> > The size of the target audience > Why they are the right audience for this project > Why they are disengaged with science and technology > The problem/s you are trying to solve > Why this project is relevant to them and why now. <p>Describe how your proposed project targets a clearly defined target audience for whom there are opportunities and benefits for increased engagement with science and technology.</p> <p>Provide clear justification for how your identified target audience is 'hard to reach' and is aligned with the overall Fund's objectives and outcomes, and the objectives and outcomes of A Nation of Curious Minds – He Whenua Hihiri I Te Mahara - A National Strategic Plan for Science in Society.</p>	400 words
*Impact	<p>Explain how successful delivery of the project is likely to deliver positive change in the way the target audience engages with science and technology so that science and technology becomes more important or relevant for them and/or they are able to engage societal debate about science and technology issues.</p> <p>Tell us also how you will measure this success.</p>	300 words

PREVIOUS FUNDING

*Previous Unlocking Curious Minds funding	<p>Tell us if the proposed project involves an extension or expansion of a previously funded Unlocking Curious Minds project. If yes:</p> <ul style="list-style-type: none"> > Tell us the name and contract number of the prior project. > Detail in full the changes that have been made and provide strong evidence to support how those changes will: <ul style="list-style-type: none"> – provide for new and innovative activities – reach a new target audience/s. 	100 words
	<p>If this project has had funding from one or more previous Unlocking Curious Minds Contestable Fund investment rounds, tell us:</p> <ul style="list-style-type: none"> > The relevance of the previous project to the current proposal > The effect this funding had > The outcomes of the project and the impact on the target audience > How you assessed and/or measured the success of the project. <p>Clearly refer to and outline previous contract codes, results, benefits and learnings from previous projects.</p> <p>If no previous Unlocking Curious Mind funding has been received, state "Not Applicable".</p>	200 words

PROJECT BUDGET

*Co-funding	<p>Tell us your co-funding arrangements. Detail:</p> <ul style="list-style-type: none"> > The name of the co-funding organisation > Whether the co-funding is cash or in-kind > If your co-funding is provided in-kind, describe how this has been calculated > The co-funding amount (excluding GST). <p>For more on co-funding, see page 3.</p>	200 words
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REGIONAL / NATIONAL GRANT PROPOSAL TEMPLATE

INFORMATION REQUIRED

The IMS portal will direct you in how to enter your information and upload supporting information, e.g., Trust Deeds and CVs. An * indicates mandatory information. Unless specifically requested, do not include URLs. Information provided by way of URL links to websites will not be considered or assessed. Ensure that your proposal directly addresses the eligibility and assessment criteria and considers the Fund's objectives and outcomes.

WORD LIMIT

***Budget**

Using the following table as a guide, provide us with your project's budget. Show clearly how the requested MBIE funding and co-funding will be used to cover your project costs.

- > Project costs must be solely and directly related to the project work programme. Capital expenditure for any equipment with an asset life beyond the term of the project is not funded.
- > It is not a requirement to apply for the full funding available.
- > Your total expenditure must equal all of the funding and co-funding (excluding GST) you will receive for this project.

Sample Budget Table

Budget Item			Totals (excl. GST)	Project Total
	Itemised breakdown			
				0.00
Personnel cost			0.00	
	Team member A costs	0.00		
	Team member B costs	0.00		
	...	0.00		
Materials and Consumables			0.00	
	Printing	0.00		
	Stationary	0.00		
	Clothing (protective, etc.)	0.00		
	Equipment purchases	0.00		
	Equipment hire	0.00		
	...	0.00		
Overheads			0.00	
	...	0.00		
Travel			0.00	
	Flights	0.00		
	Rental cars	0.00		
	...	0.00		
Accommodation			0.00	
	Koha	0.00		
	...	0.00		
Other (please specify)			0.00	
	Monies from other sources (i.e., co-funding)...	0.00		
		0.00		

Explain the major items of expenditure (as detailed in the itemised breakdown above). 150 words

ETHICS AND HEALTH AND SAFETY

Ethics*Human and cultural ethical issues**

100 words

If applicable, describe how you will manage any human and cultural ethical issues that may arise during the project period.

Animal-related ethical issues

100 words

If applicable, describe how you will ensure that you manage any animal-related ethical issues that may arise in the conduct of your project.

***Health and Safety**

If applicable, describe how you will ensure that you manage any health and safety issues that may arise during the project period.

100 words

REGIONAL / NATIONAL GRANT PROPOSAL TEMPLATE

INFORMATION REQUIRED	
<p><i>The IMS portal will direct you in how to enter your information and upload supporting information, e.g., Trust Deeds and CVs. An * indicates mandatory information. Unless specifically requested, do not include URLs. Information provided by way of URL links to websites will not be considered or assessed. Ensure that your proposal directly addresses the eligibility and assessment criteria and considers the Fund's objectives and outcomes.</i></p>	
WORD LIMIT	
CONFLICTS OF INTEREST	
*Conflicts	Validate/update the conflicts of interest declared at Registration. This may include possible conflicts with Assessors or a part of MBIE you are engaged with. See page 8 for more details.
ADDITIONAL INFORMATION	
*Other	Tell us how you heard about the Unlocking Curious Minds Contestable Fund.

Registering and Submitting a Proposal in the IMS Portal

The Unlocking Curious Minds funding application process comprises up to two stages and is performed in MBIE's Investment Management System (IMS) – a secure online portal.

YOU CAN	IN THE IMS PORTAL BETWEEN THESE DATES
1. Register your intent to apply for funding	29 July 2019 until 12 noon, 15 August 2019
2. Submit a proposal	29 July 2019 until 12 noon, 12 September 2019

A proposal is considered

- > Registered if it has a status of **Registered** in the IMS portal
- > Submitted if it has a status of **Submitted to IMS** in the IMS portal.

If your proposal is being registered and/or submitted on your behalf 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 IMS 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 IMS portal's **Home** screen displays.

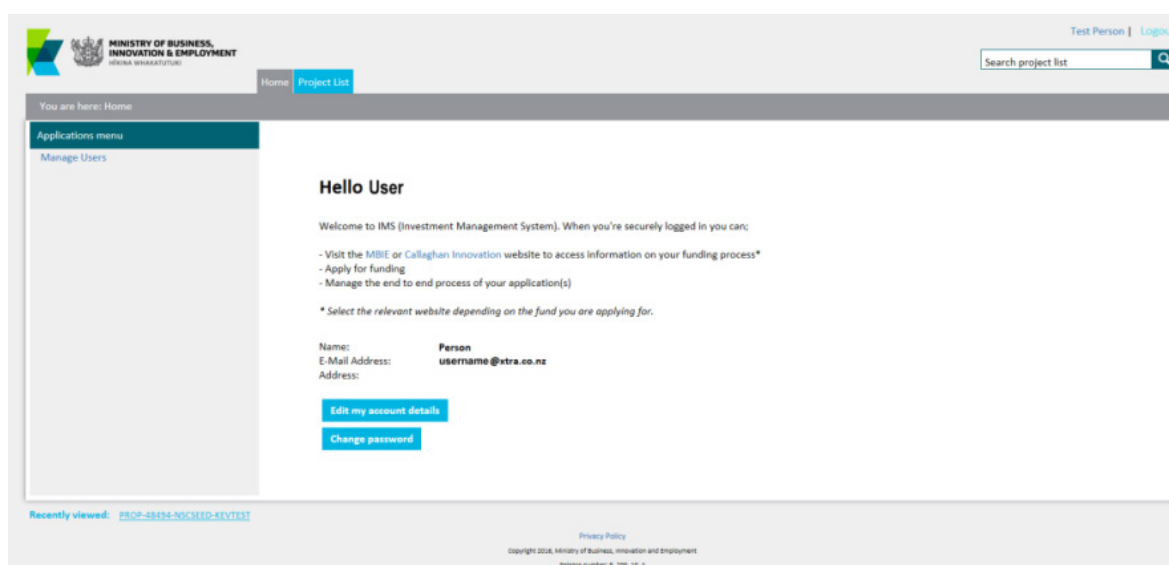
- To logout, click the Logout hyperlink (located top right of every screen).

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 registrations/applications/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 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.

Test Person | Log Out

Search project list

Advanced Search

Home

Project List

You are here: Project List

Apply filter

Reset filter

Export

Reference	Agency	Contract	Status	Assigned to	Status updated date	Team
REG-50337-ENDRP	MBIE	In progress	Maret Fishwick	22/09/2016	Contestable Investments	
REG-50336-ENDRP	MBIE	In progress	Camilla Swan	22/09/2016	Contestable Investments	
REG-50325-ENDRP	MBIE	In progress	Kirstin Keene	22/09/2016	Contestable Investments	
REG-50334-ENDSI	MBIE	Registered	Camilla Swan	22/09/2016	Contestable Investments	
REG-50330-ENDSI-LDD	MBIE	Registered	Maret Fishwick	21/09/2016	Contestable Investments	
REG-50329-ENDSI	MBIE	Registered		21/09/2016	Contestable Investments	
CONC-50328-ENDSI	MBIE	Approved		21/09/2016	Contestable Investments	

Registering/Submitting a Proposal

If your registration is being submitted on your behalf by a university or a Crown research institute, see your research office for additional submission advice.

You can register your intent to apply for funding in the IMS portal between **29 July 2019 and 12 noon, 15 August 2019**. Registrations made after **12 noon, 15 August 2019** will not be accepted. You must register your project before you can enter and submit your proposal.

You can enter and submit a proposal in the IMS portal between **29 July 2019 and 12 noon, 12 September 2019**.

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

■ To register/submit a proposal in the IMS portal:

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

3. Select the option relating to the type of grant you are seeking funding for from the **Investment Process** drop down list; either:
 - > **2020 Unlocking Curious Minds – Local Grants**
 - > **2020 Unlocking Curious Minds – Regional/National Grants**
4. Select the appropriate phase; **Registration** or **Proposal**.
5. If you are:
 - > **registering**, enter a title for your proposal.
 - > **submitting a proposal**, click the **Reference** button for the relevant Registration.

This action automatically:

- > links the proposal to a completed registration, and
- > populates key fields with information entered at Registration. You can then edit this information as required. It is **important to note** that any changes you make will not alter information already entered at the Registration.

6. Click the **Create** button. The first section you need to complete displays.

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

You are here: [Project List](#) > (MBIE) REG- -UCMFLG-

Registration **Project status:** In progress

Manage your application

Manage and submit

Eligibility

☐ Eligibility

Project overview

☐ Public statement

☐ Project summary

Information

☐ Conflicts of Interest

☐ Organisation Type

Proposal Name

Available actions

[Manage users for this application](#)

[Print/preview this application](#)

[Check my application before submission](#)

[Register interest](#)

[More actions](#)

☒ Share application before it is submitted

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.
	is complete and valid.

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

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

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

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8. When all sections are complete, scroll to the top of navigation panel and click the **Print and submit** link.
9. 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.

You are here: [Project List](#) > (MBIE) PROP-S8458-UCMFLG-UGA

Proposal Project status: **In progress** The proposal has not been submitted

Manage your application

[Manage and submit](#)

Eligibility

[Eligibility](#)

Background

[Previous Funding](#)

Project overview

[Public statement](#)

[Project summary](#)

Project details

[Excellence](#)

[Project team and resources](#)

[Impact](#)

[Ethics and health and safety](#)

Project Budget

[Budget](#)

Information

[Information](#)

Proposal Name

Available actions

[Manage users for this application](#)

[Print/preview this application](#)

[Check my application before submission](#)

[Submit to IMS](#)

More actions

[Share application before it is submitted](#)

Resources for project teams including surveying guidelines are available at the link below.

You may find this information when responding to the section 'How will this change the people you are working with?'

Please email curiousminds@mbie.govt.nz if you have any questions or need any more information.

This portal works best with the following browsers: Mozilla Firefox, Google Chrome. If you experience any issues please save your application and try using a different browser.

If you have technical problems or questions regarding the portal, please email or phone Investment Operations team, who are available Monday to Friday, from 8.30am to 4.30pm.

Phone: 0800 693 778
Email: imssupport@mbie.govt.nz

Application timelines: People

Phase	Date
Portal opens	17 August 2017
Applications close by 12 noon	19 September 2017

Find out more about applying for investment

[2018 Unlocking Curious Minds Fund](#)

[2018 Unlocking Curious Minds Contestable Fund Call for Proposals](#)

[Resources for project teams](#)

[Next section](#)

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.

10. Click the first error message to open the section, make the required corrections/additions and then click the **Save** button.
11. If applicable, repeat for other sections marked with .
12. 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.
13. On achieving a successful validation:

The screenshot shows a web application interface for managing a project. At the top, there are tabs for 'Home' and 'Project List'. Below the tabs, a breadcrumb trail reads 'You are here: Project List > (MBIE) CONC-XXXXX-XXXXXXX-XXX'. The main content area is divided into a left sidebar and a right main panel. The sidebar has a 'Concept' section with a 'Manage this application' link, followed by 'Platform plan information' (with sub-links: Summary, Proposed partner organisation, Concept), 'Team' (with sub-links: Primary Contacts, Indicative platform team), 'Concept Platform Plan' (with sub-link: Concept platform plan), and 'Other information' (with sub-links: Research classifications, Intellectual property management, Conflicts of Interest, Other information). The main panel shows 'Project status: In progress' and a 'Print and manage' section with the title 'Proposal Name'. Under 'Available actions', there are four buttons: 'Manage users for this application', 'Print/preview this application', 'Check my application before submission', and 'Submit to IMS'. Below these are 'More actions' and a note about technical support. At the bottom, there is a checkbox for 'Share application before it is submitted' and a 'Next section' button.

- › If you are completing a Registration click the **Register interest** button.
- › If you are submitting a Proposal, click the **Submit to QA** button (*Users*) or the **Submit to IMS** button (*Super Users*).

14. Read and accept the declaration.

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

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

Administering Funding Applications

Checking the Progress of your Application

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

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

CHECKING THE STATUS OF YOUR APPLICATION

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

THE STATUS...	INDICATES YOUR APPLICATION...
In progress	has been created and is under completion.
Submitted for QA	has been completed and submitted to a super-user for QA.
Submitted to IMS	has been submitted to MBIE.
Registered	has been registered.
Not Progressing	has been withdrawn.
Not submitted	has not been submitted. If you miss the cut-off-date for submitting your application, we can make the application '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 application.
Ineligible	does not meet the criteria of the investment process applied for. The application cannot be edited or resubmitted.
Declined	has been declined for funding. The application 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 the application.

CHECKING WHEN YOUR APPLICATION IS DUE

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

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

Withdrawing an Application

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

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

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

■ To withdraw an un-submitted application:

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

IMS Portal Tips

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

Formatting Text, and Adding Images and Hyperlinks

Science abstract (280 words) * ?

The screenshot shows the text editor interface. At the top, there's a toolbar with various icons for text formatting (bold, italic, underline, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, image, table) and a 'Styles' dropdown. Below the toolbar, the text area contains the prompt 'Enter and format your text.' and 'Enhance your information with:' followed by two bullet points: 'images and hyperlinks by clicking [image icon]' and 'tables by clicking [table icon]'. At the bottom right, a status bar indicates 'Words: 17/280'.

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

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

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.

The screenshot shows the 'Person lookup' dialog box. It has a title bar with a close button. Inside, there's a text area with the instruction 'Enter a person's name and/or organisation to search for. You may enter both part and multiple keywords.' Below this are two input fields: 'Person:' with the value 'joe bloggs' and 'Organisation:'. There are 'Search' and 'Reset' buttons. Below the input fields, it says '1 person found.' and displays a table with columns 'Lastname', 'Firstname', and 'Organisation'. The table has one row: 'Mr', 'Bloggs', 'Joe', 'Bloggs Research Lin'. To the right of the row are three buttons: 'Use', 'Delete', and 'Edit'. At the bottom, there are navigation controls: '<< first', '< prev', 'next >', 'last >>'. There is also a 'Cancel' button at the bottom right.

Terms and Conditions Relating to this Call for Proposals

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

Neither this Call for Proposals, nor any contract resulting from the Invitation process is intended to create a partnership agreement between MBIE and the Applicant.

Registrations and Proposals received after their closing dates will not be accepted unless there are exceptional circumstances (*at MBIE's discretion*)

Registration period
Proposal period

29 July 2019 until 12 noon, 15 August 2019
29 July 2019 until 12 noon, 12 September 2019

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 names of project team members
- › the proposal title
- › the research fund from which the application would be funded
- › the public statement given by the project team when applying for funding
- › the total amount of funding and the period of time for which funding has been approved
- › the sector to which the research relates.

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

