

Te Pūnaha Hihiko:  
Vision Mātauranga Capability Fund

# Call for Proposals

---

2020 Investment Round

---



MINISTRY OF BUSINESS,  
INNOVATION & EMPLOYMENT  
HĪKINA WHAKATUTUKI

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

---

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

Published: September 2019

---

# Contents

MIHI	1
TE PŪNAHA HIHIKO: VISION MĀTAURANGA CAPABILITY FUND	2
The Four Themes of the Vision Mātauranga Policy	2
What Funding is Available?	3
Co-Funding Requirement	3
Who Can Apply For Funding?	5
THE APPLICATION AND ASSESSMENT PROCESS	6
The Application Timeline	6
How Do I Apply For Funding?	6
Key Reference Documents	7
The Assessment Criteria	7
Conflicts of Interest	8
Privacy	8
Meeting the New Zealand Government Data Requirements	8
FUNDING DECISIONS AND CONTRACTING	9
The Decision Making Process	9
The Contracting Process	9
Funding Payments and Reporting Requirements for Successful Applicants	9
Further Information	10
PROPOSAL TEMPLATE	11
SUBMITTING YOUR PROPOSAL	19
Accessing MBIE's IMS Portal	19
Entering and Submitting Your Proposal	21
Updating your Details	25
Maintaining your Organisation's Contact Details	25
APPENDIX 1: TERMS AND CONDITIONS RELATING TO THIS CALL FOR PROPOSALS	26

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

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

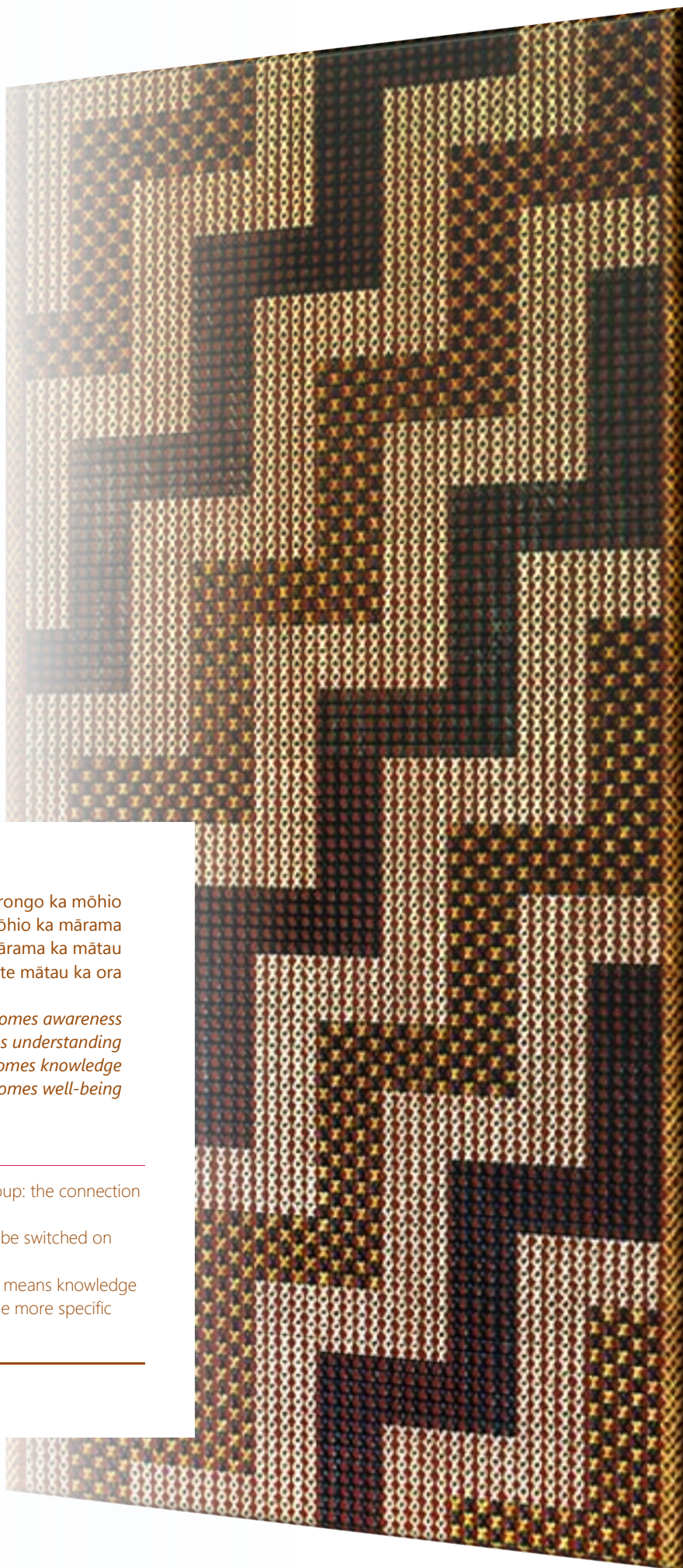
---

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

**Hiihiko** means to be inspired, to be switched on and willing

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

---





# Mihi

Tēnā koutou

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

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

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

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



Dr. Max Kennedy



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

## 2

# Te Pūnaha Hihiko: Vision Mātauranga Capability Fund

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

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

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

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

## The Four Themes of the Vision Mātauranga Policy

The purpose of the Vision Mātauranga policy<sup>1</sup> is to provide strategic direction for government's investments in science and innovation, focusing on four themes:

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

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

## What Funding is Available?

Approximately \$2.0 million (*excluding GST*) per year is available to fund successful proposals in the Te Pūnaha Hihiko: Vision Mātauranga Capability Fund 2020 investment round.

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

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

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

## Co-Funding Requirement

Proposals must be from a Research organisation/individual researcher **and** a Māori organisation, with one taking the lead (the “*Contracting organisation*”) and the other in a partnership role (the “*Partner organisation*”). Your proposal must include co-funding from either the *Contracting* or the *Partner organisation*. The *co-funding* requirement is different for each scheme and this is described in the table below.

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

<sup>1</sup>All values exclude GST.

To determine the minimum amount of co-funding required, divide the requested MBIE contribution by three. Additional co-funding received from other parties will not result in an increase to MBIE's contribution.

## 4

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

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

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

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



## Who Can Apply For Funding?

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

To be eligible for funding, proposals must:

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

---

A **Māori organisation** is defined as an organisation that identifies itself as Māori and uses *(or wishes to use)* research, science and technology or related activities.  
A **Research organisation** is defined as an organisation that has the internal capability to carry out research, science and technology or related activities. Government departments (as defined in Schedule One of the State Sector Act 1988) are not considered to be Research organisations and are not eligible to apply for this funding.  
An **individual researcher** is defined as a person operating on his or her own, and is not employed by a Research organisation, with the capability to carry out research, science and technology or related activities.

---
2. Include both a Research organisation/individual researcher and a Māori organisation, with one or the other taking the lead as Contracting organisation and the other as Partner organisation.  

---

A relationship must not be solely between the applicant and an organisation that is either a parent entity, subsidiary, or co-subsiary of another organisation; or between departments within a single organisation *(for example, a tertiary institution)*.

---
3. Be for activities that fit one of the two schemes, and the requirements of one of the two schemes as set out in the 2018 Te Pūnaha Hihiko: Vision Mātauranga Capability Fund Investment Plan. For Placement Scheme, a proposal must name the individual(s) who will be the placement person(s).

---
4. Not be for activities for the same purpose already funded by any government agency.

---
5. Not include any full-time tertiary or school students.  

---

Proposals with work programme activities that are eligible for funding from the Ministry of Education, or Unlocking Curious Minds are a poor fit for the Te Pūnaha Hihiko: Vision Mātauranga Capability Fund.

---
6. Address one or more Vision Mātauranga themes, and not solely address hauora/health.  

---

The MBIE-led investments outlined in the Investment Plan and the Health Research Council (HRC) investments are designed to complement each other. To avoid duplication with the investments made by the HRC, MBIE does not provide funding for programmes exclusively relevant to the health/hauora area. Proposals where hauora improvements are part of a much broader suite of outcomes will be considered.

---
7. Be for activities the majority of which are to be undertaken in New Zealand, unless MBIE considers there are compelling reasons to consider the proposal.  

---

If the majority of the work programme will not be carried out in New Zealand, then explain in the proposal the reasons for this and why they are compelling. If a work programme is to have significant linkages with indigenous knowledge practitioners in other countries, demonstrate how this will be of benefit to New Zealand.

---
8. Be submitted via MBIE's online portal and meet any applicable timing, formatting, content or other administrative requirements set out by MBIE.

# 6

## The Application and Assessment Process

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

### The Application Timeline

The following details the processes in the application timeline.



*All dates are NZ Standard Time*

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

### How Do I Apply For Funding?

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

The proposal template on page 11 provides guidance on how to prepare your proposal and the information you are required to provide. The *Submitting your Proposal* section on page 19 provides detailed instruction on how to then enter your proposal into the IMS portal and submit it to MBIE.

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

### Diversity in Science and Research

MBIE is committed to understanding and promoting diversity in Science and Research. Individuals fulfilling key roles in your proposed project will be required to individually register in the IMS Portal, and then invited to enter their diversity data. For more information, see our [Diversity Statement](#).

## Key Reference Documents

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

- > [Te Pūnaha Hihiko: Vision Mātauranga Capability Fund Investment Plan](#): Published in 2018, the government's strategy for investment from Te Pūnaha Hihiko.
- > The [Vision Mātauranga policy](#) outlines the Government's policy framework that aims to unlock the innovation potential of Māori knowledge, resources and people to assist New Zealanders to create a better future.

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

## The Assessment Criteria

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

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

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

# 8

## Conflicts of Interest

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

Conflicts of interest may occur on two different levels:

- > A **direct** conflict of interest; where an Assessor is:
  - directly involved with a proposal (*as a participant, manager, mentor, or partner*) or has a close personal relationship with the applicant, for example, family members, or
  - a collaborator or in some other way involved with an applicant's proposal.
- > An **indirect** conflict of interest; where an Assessor:
  - is employed by an organisation involved in a proposal but is not part of the applicant's proposal.
  - has a personal and/or professional relationship with one of the applicants, e.g., an acquaintance.
  - is assessing a proposal under discussion that may compete with their business interests.

## Privacy

You are responsible for ensuring that all parties mentioned in your proposal:

- > have confirmed their personal details and the nature and level of their involvement in the work described in the proposal is correct, and
- > are aware of MBIE's [IMS Privacy Statement](#) that describes how this information will be used and know the process to follow should any changes to this information be required.

## Meeting the New Zealand Government Data Requirements

MBIE is committed to ensuring that all science data generated through its investments meets minimum expectations of good data management and public availability. If you receive funding, MBIE expects you to comply with the [New Zealand Government Open Access and Licensing Framework](#). This framework advocates the use of Creative Commons<sup>2</sup> licences.

Proposals that include environmental science are subject to MBIE's [Environmental Data Management Policy Statement](#). If you receive new funding for research that includes environmental science you must agree to license under a [Creative Commons Attribution 3.0 New Zealand](#) licence (CC-BY) copyright works produced.

---

<sup>2</sup> Creative Commons, best known for its licenses, is a global non-profit organisation that enables sharing and reuse of creativity and knowledge through the provision of free legal tools. You can read more about Creative Commons at <http://creativecommons.org/>.



# Funding Decisions and Contracting

## The Decision Making Process

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

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

MBIE reserves the right to take into account prior performance in previous Te Pūnaha Hihiko: Vision Mātauranga Capability Fund Funding Agreements, which may affect the assessment of the Ability to Deliver Assessment Criterion (see page 7). Where an applicant is recommended to be funded but has an overdue reporting requirement, or other unmet Te Pūnaha Hihiko: Vision Mātauranga Capability Fund contractual obligations, at the time of contracting, MBIE may withhold the Funding Agreement until such a time as previous Te Pūnaha Hihiko: Vision Mātauranga Capability Fund contractual obligations are fulfilled. Please note that the new contract start date could be delayed where earlier Te Pūnaha Hihiko: Vision Mātauranga Capability Fund contractual obligations are unfulfilled.

We will advise the proposal's primary contact person of the funding decisions in April 2020. The successful applicants will be published on our [Te Pūnaha Hihiko: Vision Mātauranga Capability Fund webpages](#) and announced via a press release.

## The Contracting Process

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

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

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

## Funding Payments and Reporting Requirements for Successful Applicants

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

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

## 10

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

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

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

The reports should also include information on:

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

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

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

## Further Information

**Email** Application queries: [VMCF@mbie.govt.nz](mailto:VMCF@mbie.govt.nz)  
Portal queries: [imssupport@mbie.govt.nz](mailto:imssupport@mbie.govt.nz)

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

You can also [subscribe](#) to MBIE's Alert e-newsletter.

# Proposal Template

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

Te Pūnaha Hihiko: Vision Mātauranga Capability Fund 2020 investment round Proposals can be submitted to MBIE in the IMS portal from **16 September 2019** until **12 noon, 14 November 2019**.

These dates are subject to change. Any change will be notified via an MBIE [Alert](#) e-newsletter. See page 19 for more detailed IMS portal information.

## PROPOSAL TEMPLATE

### INFORMATION REQUIRED

### WORD LIMIT

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

### SUMMARY

<b>*Full title</b>	Provide a descriptive name for your proposal.												
<b>*Number of years funding</b>	Specify the number of years you are requesting funding (either 1 or 2 years).												
<b>*End date</b>	Specify the end date for the work programme. Work programmes must start on 1 June 2020 and can run for up to two years.												
<b>*Primary Contact</b>	Provide the name, email address and telephone number of your primary contact person. This contact must have the authority to discuss your proposal with us.												
<b>*Secondary Contact</b>	Provide a name, email address and telephone number of a second contact person. This secondary contact must differ from the primary.												
<b>*Partner organisation(s)</b>	Provide the full name of your Partner organisation(s) <ul style="list-style-type: none"> <li>&gt; A Partner organisation may be a Research organisation, or a Māori organisation, or an individual researcher.</li> <li>&gt; You may have more than one Partner organisation in your proposal.</li> <li>&gt; If the Contracting organisation is a Research organisation, the Partner organisation(s) must include a Māori organisation (and vice versa).</li> </ul>												
<b>*Organisation category</b>	Specify the category that best describes your organisation and also the category that best describe your Partner organisation(s). <table border="0"> <tr> <td>&gt; University</td><td>&gt; Other Tertiary Provider</td></tr> <tr> <td>&gt; Crown Research Institute</td><td>&gt; Iwi/ Hapū</td></tr> <tr> <td>&gt; Individual Researcher</td><td>&gt; Trust</td></tr> <tr> <td>&gt; Company</td><td>&gt; Post Settlement Governance Entity</td></tr> <tr> <td>&gt; Wānanga</td><td>&gt; Other</td></tr> <tr> <td>&gt; Polytechnic</td><td></td></tr> </table>	> University	> Other Tertiary Provider	> Crown Research Institute	> Iwi/ Hapū	> Individual Researcher	> Trust	> Company	> Post Settlement Governance Entity	> Wānanga	> Other	> Polytechnic	
> University	> Other Tertiary Provider												
> Crown Research Institute	> Iwi/ Hapū												
> Individual Researcher	> Trust												
> Company	> Post Settlement Governance Entity												
> Wānanga	> Other												
> Polytechnic													
<b>*Research location</b>	Provide the locations of the Contracting and Partner organisation(s).												
<b>*Iwi affiliation</b>	Tell us the name of the iwi represented in your funding application.												

## PROPOSAL TEMPLATE

## INFORMATION REQUIRED

## WORD LIMIT

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

## ELIGIBILITY

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

**\*Research organisation** Tell us which organisation(s) or individual(s) have internal research capability. Your research organisation does not need to be a Crown Research Institute. The research organisation or individual researcher must be either the Contracting organisation or Partner organisation(s). It cannot be a subcontractor.

**\*Māori organisation** Tell us which organisation(s) identify as a Māori organisation for eligibility. This organisation must be either the Contracting organisation or the Partner organisation(s).

**\*Investment scheme** Tell us which scheme you are applying to: either the Placement or Connect Scheme (*not both*). If you are applying for Placement Scheme funding, tell us the name(s) of the individual(s) who will be the placement and provide their CV(s) with this application.

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

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

**\*Government agency funding** Confirm that your proposed work programme does not contain or overlap with activities already funded by a government agency,

If you are currently awaiting a funding decision from another government agency (for example, the National Science Challenges), provide the details of the funding agency and areas of overlap in the work programmes.

**\*Full time student** Confirm that:

- > you do not have any full time tertiary students in your team, and that
- > the work programme activities are not targeted towards school students.

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

**\*Activity location** Confirm that the majority of activities will be undertaken in New Zealand. If not, provide the reasons why the activities need to occur outside of New Zealand.

**\*Proposal co-development** Confirm that your proposal has been co-developed with the Partner organisation(s). You will need to include a letter stating that work programme has been co-developed by both parties that has been signed by both the Contracting organisation and the Partner organisation(s).



## PROPOSAL TEMPLATE

## INFORMATION REQUIRED

## WORD LIMIT

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

## PAST PROPOSALS

**\*Past Te Pūnaha Hihiko: Vision Mātauranga Capability Fund proposals**

Tell us if either the Contracting organisation or Partner organisation has been successful in any previous Te Pūnaha Hihiko: Vision Mātauranga Capability Fund investment rounds.

If no previous Te Pūnaha Hihiko: Vision Mātauranga Capability Fund funding has been received, state "Not Applicable".

If previous funding has been received, tell us the total number of successful Te Pūnaha Hihiko: Vision Mātauranga Capability Fund proposals from your combined organisations. And for each proposal tell us:

- > the project ID
- > the relevance of the previous project to the current proposal
- > Te Pūnaha Hihiko: Vision Mātauranga Capability Fund funding round (year)
- > the focus of the project and its outcome.

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

300 words

*This limit includes words in a table, references and citations*

## PROPOSAL

**\*Public statement**

Tell us the story of your research in language understandable to the general public. Briefly explain why your research is needed, how you will achieve your objectives, what benefits you expect your research to deliver and who the key beneficiaries of the research are.

You may include publishable contact details. Do not include confidential information, references, hyperlinks, images, video, or audio files.

If your proposal is funded, your Public Statement will be published on MBIE's website and may be used in the public arena by MBIE. By providing this statement you agree to its public release.

300 words

*This limit includes words in a table, references and citations*

**\*Executive summary**

Summarise the overall objective of your research proposal and how you will achieve it, including:

- > why your research is needed (the issue or problem you are addressing)
- > what you propose to do (your hypothesis and scientific approach)
- > what results, impacts or outcomes you expect, how they will be achieved, and who will use or benefit from them.

The Executive Summary is your opportunity to introduce Assessors and MBIE to your research, the potential impact(s) of that research and your methodology.

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

600 words

*This limit includes words in a table, references and citations*

**\*Post – contract outcomes**

Describe the expected long-term benefits of the work programme, and how these relate to your organisation:

- > One year after the programme's end date
- > Two years after the programme's end date
- > Five years after the programme's end date

Do not include images in your response.

300 words

*This limit includes words in a table, references and citations*

## PROPOSAL TEMPLATE

## INFORMATION REQUIRED

## WORD LIMIT

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

**\*Placement Scheme mentoring arrangements**

*Applicable to Placement Scheme proposals only.*

300 words

Describe the mentoring arrangements that will be used to support the individual(s) delivering the work programme as part of the placement.

**\*Assessment criteria**

**\*Development of people, relationships and skills**

300 words

*Key Question:* To what extent are longer-term skills, capability, networks, relationships and research opportunities likely to emerge and be sustained from the proposed work programme?

*This limit includes words in a table, references and citations*

Provide the relevant information that responds to the following questions:

- > Will the proposal go beyond 'business as usual' for the organisations involved?
- > Will the proposal lead to the formation of capability, networks and relationships, for example the formation of a **new** partnership between a Māori organisation and a Research organisation?
- > To what extent will the work programme substantially develop capability and skill of the individuals involved?
- > Will this new partnership lead to long-term collaboration and benefits beyond the term of the proposed work programme?

Do not include images in your response.

**\*Ability to deliver**

300 words

*Key Question:* What is the likelihood that the proposed outputs of the work programme will be achieved?

*This limit includes words in a table, references and citations*

Provide the relevant information that responds to the following questions:

- > Does the team have the appropriate mandate to conduct this work?
- > Will the plan for carrying out the proposed work programme achieve the intended outcomes and capability development?
- > How does the calibre, experience, and skills of the team relate to the subject area(s) proposed for the work programme?
- > Is the work programme appropriately resourced, including management, mentoring and support arrangements?
- > Have challenges to delivery been identified and mitigated?

Do not include images in your response.

## PROPOSAL TEMPLATE

## INFORMATION REQUIRED

## WORD LIMIT

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

**\*Vision Mātauranga outcomes**

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

300 words

*This limit includes words in a table, references and citations*

Provide the relevant information that responds to the following questions:

- > Do the expected benefits align with the aspirations of the Māori organisation?
- > Will the capability and leadership of Māori researchers be developed?
- > Will the project outcomes be disseminated to participating or wider Māori groups?
- > How does the proposal address the Vision Mātauranga theme(s) selected?
- > Will the proposal integrate science and technology and mātauranga Māori?
- > Will the proposal result in 'distinctive' or 'innovative' deliverables?

Do not include images in your response.

**\*Benefits to research, science and technology**

**Key Question:** How will the increased capability, capacity, skills and networks benefit the Research, Science and Technology (RS&T) sector, and achieve the objectives and outcomes of the Vision Mātauranga policy?

300 words

*This limit includes words in a table, references and citations*

Provide the relevant information that responds to the following questions:

- > Will the proposal increase skills, capacity, capability, and networks between Māori and the science and innovation system?
- > Will the project increase understanding of how RS&T can contribute to the aspirations of Māori organisations?
- > Will the project generate future RS&T relevant to the Vision Mātauranga policy?

Do not include images in your response.

**\*Work programme**

The work programme sets out the proposed work to be carried out over the term of the project. It will show how well you have planned your project and is used by us to monitor achievement of your project deliverables during the assessment of your mid-term and final reports.

Comprising an Impact Statement, Research Aims and Critical Steps, your work programme should reflect the key elements and stages of the project, their sequencing and timing.

- > The Impact Statement is a description of the high-level impacts or outcomes the work programme. Your work programme must have one Impact Statement.
- > Research Aims are measurable objectives. Your Impact Statement must have at least one Research Aim.
- > Critical Steps are key steps, stages or milestones required to achieve the Research Aim and ultimately the Impact Statement. Critical Steps must be measurable, defined events, not levels of progress. They should have delivery dates throughout the term of the project rather than all being delivered on the end date. Each Research Aim must have at least one Critical Step.

## PROPOSAL TEMPLATE

## INFORMATION REQUIRED

## WORD LIMIT

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

Structure your work programme as follows.

For the **Impact Statement** provide:

- > A descriptive title
- > A detailed description
- > The start and end dates. These dates should match with the start and end of the contract.
- > One or more Research Aims

For each **Research Aim** provide:

- > A descriptive title
- > A detailed description
- > A start date. This date should align with the earliest start date of the Research Aim's Critical Step(s).
- > An end date. This date should align with the latest end date of the Research Aim's Critical Step(s).
- > One or more Critical Steps.

For each **Critical Step** provide:

- > A descriptive title
- > A detailed description
- > The start and end dates. End dates should be spread across the work programme and not all end on the end date of the contract.

## TEAM

## \*Project team

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

Sample Team Table

Role	Full Name	CV	FTE	Email address	Invited to register for and/or enter ORCID iDs	<sup>1</sup> Invited to register and enter Diversity data
*Key researcher	Mandatory	Yes	Mandatory	Mandatory	Yes	Yes
Key individual	Mandatory	Yes	Mandatory	Mandatory	Yes	Yes
*Placement	Mandatory	Yes	Mandatory	Mandatory	Yes	Yes
Other	Optional	No	Mandatory	Not Required	No	No

<sup>1</sup>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 during the application phase. Once registered they will receive an email with information on how to then enter and manage their profile.

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



## PROPOSAL TEMPLATE

## INFORMATION REQUIRED

## WORD LIMIT

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

- > The time commitment for each team member is entered as FTEs. For example, 1 FTE is the hours worked by an employee on a full-time basis.
- > If the total FTE of the contract is less than 0.5, provide information about how the work programme will be achieved.
- > CVs do not have to comply with the standard New Zealand Research, Science and Innovation (RS&I) CV template.
- > MBIE will not fund salaries of individuals employed by local or central government, but may fund other costs associated with their involvement.

## BUDGET

**\*Funding requested**

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

**\*Co-funding**

Provide information on the co-funding arrangements. For each organisation:

- > Provide the organisation name
- > Tell us whether the co-funding is cash or in-kind
- > Tell us the value per year (excluding GST).

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

If you are applying for funding from the:

- > **Connect Scheme**, the **Contracting organisation must provide a minimum of one third** of the requested MBIE contribution as cash or in-kind co-funding.
- > **Placement Scheme**, the **Partner organisation must provide a minimum of one third** of the requested MBIE contribution as cash or in-kind co-funding.

**\*Budget**

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

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

Travel costs should not exceed 25% of the budget.

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

**Subcontracting**

For each year of funding, list the names of the subcontractors from other organisations that you may engage to complete your proposed research and the amount they will be paid (excluding GST).

## OTHER INFORMATION

**Intellectual property management plan**

If your work programme's research activity is likely to generate intellectual property, provide details of your intellectual property management plan. If your proposal does not include research, state "Not Applicable".  
For more information refer to the intellectual property protection information on [business.govt.nz](https://business.govt.nz).

## PROPOSAL TEMPLATE

## INFORMATION REQUIRED

## WORD LIMIT

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

**\*Profiling**

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

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

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

**\*Conflicts of interest**

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

**\*Special ethical and regulatory requirements**

Tell us if any ethical and regulatory approvals are needed to conduct the proposed work and whether these have been sought or obtained. If approvals have not yet been obtained, tell us how and when you expect to do so.

If no ethical or regulatory requirements or approvals apply to your proposed research simply state "Not Applicable".

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

# Submitting your Proposal

Proposals for funding from the Te Pūnaha Hihiko: Vision Mātauranga Capability Fund 2020 investment round are entered and submitted in MBIE's Investment Management System (IMS) – a secure online portal.

Proposals can be submitted to MBIE in the IMS portal from **16 September 2019** until **12 noon, 14 November 2019**.

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

A proposal is considered submitted if it has a status of **Submitted to IMS** in the IMS portal. If your proposal is being submitted by a university or a Crown research institute, see your research office for additional submission advice.

## Accessing MBIE's IMS Portal

### ■ To log in to the IMS portal:

Access the IMS portal using either Chrome or Firefox.

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

For all IMS portal queries, e-mail or call:

Email [imssupport@mbie.govt.nz](mailto: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](mailto:imssupport@mbie.govt.nz). On acceptance, you will receive a Username and temporary password.

1. Copy and paste the **Portal URL** link in your Welcome email into Chrome or Firefox.
2. Type your Username and temporary password (**as detailed in your registration email**). The IMS portal's **Edit password** screen displays.
3. Type your new password.
4. Retype your new password in the **Confirm new password** field.
5. Click the **Save Changes** button. A **Portal Access Agreement** displays.
6. Read the access agreement and then click the **Accept** button. The portal's **Home** screen displays.

### For existing users:

For returning applicants: log in using your existing username and password. If you've forgotten this, use the **I've forgotten my password** option.

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

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

## 20

### 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"> <li>&gt; See and/or work only on funding applications to which they are authorised</li> <li>&gt; Submit completed proposals to your Super User quality assurance (QA).</li> </ul>
Super User	<ul style="list-style-type: none"> <li>&gt; Perform all the functions of a regular user</li> <li>&gt; Manage IMS portal access; add, delete or modify the users in their organisation, including changing the views and applications they can see.</li> <li>&gt; QA and submit completed applications to MBIE.</li> </ul>

### Navigating the IMS Portal

The screenshot shows the IMS portal Home screen. At the top, there's a navigation bar with 'Home' and 'Project List' tabs. Below the navigation bar, there's a 'Hello User' message and a list of actions: 'Visit the MBIE or Callaghan Innovation website to access information on your funding process\*', 'Apply for funding', and 'Manage the end to end process of your application(s)'. Below this, there's a section for 'Person' details: 'Name: username@extra.co.nz', 'E-Mail Address: username@extra.co.nz', and 'Address:'. There are buttons for 'Edit my account details' and 'Change password'. At the bottom, there's a 'Recently viewed' section showing 'PROP-48494-NSCSEED-KEVTEST'.

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 | [Logout](#)

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
<a href="#">REG-50337-ENDRP</a>	MBIE	In progress	Maret Fishwick	22/09/2016	Contestable Investments	
<a href="#">REG-50336-ENDRP</a>	MBIE	In progress	Camilla Swan	22/09/2016	Contestable Investments	
<a href="#">REG-50335-ENDRP</a>	MBIE	In progress		22/09/2016	Contestable Investments	
<a href="#">REG-50334-ENDSI</a>	MBIE	Registered	Camilla Swan	22/09/2016	Contestable Investments	
<a href="#">REG-50330-ENDSI</a>	MBIE	Registered	Maret Fishwick	21/09/2016	Contestable Investments	
<a href="#">REG-50329-ENDSI</a>	MBIE	Registered		21/09/2016	Contestable Investments	
<a href="#">CONC-50329-ENDSI</a>	MBIE	Approved		21/09/2016	Contestable Investments	

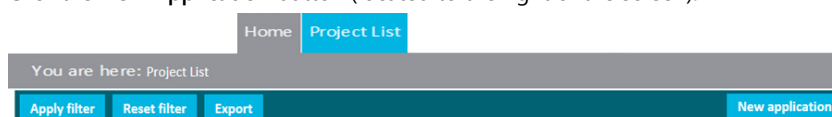


## Entering and Submitting Your Proposal

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

### ■ To submit a proposal in the IMS portal:

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



3. On the resulting screen, select **2020 Vision Mātauranga Capability Fund** from the **Investment Process** field.
4. Enter the title of your project in to the **Full title** field and then click the **Create** button.

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

5. The first section of the application you need to complete displays. The IMS portal will guide you through the completion of the required fields. We recommend that you familiarise yourself with the portal well before the deadline. When complete, click the **Save & next section** button to move to the next section.

You can copy and paste your prepared information directly into the IMS portal fields.

Where directed upload documents containing your references/citations. All forms of documents (*e.g., Excel, Word and PDF*) can be uploaded. If a PDF, ensure that it is unsecured. If secured, we will not be able to access or print your application. Image files cannot be uploaded.

You can save, log out, and return to the IMS portal to edit your application before submitting it.

Mandatory fields are marked with an asterisk.

- Fields with a red \* must be completed before you can save and close the current section.
- Fields with a black \* must be completed before you can submit your application.

We recommend that you regularly click the **Save** button to save work as you are going.

Symbols alongside each section in the navigation panel allow you to easily check the completeness of your submission.

THE SYMBOL...	INDICATES THE SECTION...
	has not started.
	is in progress.
	contains invalid or incomplete fields.
	complete and valid.

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

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

Choose to either:

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

- When all sections are complete, scroll to the top of navigation panel and click the **Print and manage** link.
- Click the **Check my application before submission** button to run a validation check. This will verify the completeness of your application and will detect any missing content.

The screenshot shows a web application interface. At the top, there's a breadcrumb trail: 'You are here: Project List > (MBIE) PROP-XXXX-VMCF-XXXX'. Below this, a navigation panel on the left lists various sections with status icons: Summary (red X), Organisations (green check), Past proposals (green check), Proposal (red X), Team (red X), Budget (green check), and Other information (green check). The main content area shows 'Project status: In progress' and a red error message box: 'Error(s) during validation'. Below this, the 'Proposal validation result: Unsuccessful' section lists several errors with blue hyperlinks for correction: 'Please enter the "Description of post-contract outcomes two years after the End Date"', 'Please enter the "Public statement"', 'Please enter the "Description of post-contract outcomes five years after the End Date"', 'Please enter the "Executive summary"', and 'Please enter the "Post-contract outcomes"'. Other sections like 'Work programme', 'Assessment criteria', and 'Other information' also show specific error messages.

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.

- Click the first error message to open the section, make the required corrections/additions and then click the **Save** button.
- If applicable, repeat for other sections marked with .
- 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.

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

Home Project List

You are here: Project List > (MBIE) PROP-XXXX-VMCF-XXXX

**Proposal**

Manage this application

Print and manage

Summary

Organisations

Past proposals

Proposal

Team

Budget

Other information

Project status: In progress

Print and manage

Application 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 ⓘ

If you have technical problems or questions regarding the portal, please email or phone our support staff who are available Monday to Friday, from 8.30am to 4.30pm.  
Phone: 0800 693 778  
email: [imssupport@mbie.govt.nz](mailto:imssupport@mbie.govt.nz)

If you have queries regarding the content, please email: [vmcf@mbie.govt.nz](mailto:vmcf@mbie.govt.nz)

This portal works best with newer browsers (Mozilla Firefox, Google Chrome, IE10). If you experience any issues please save your application and log-on using a different browser.

Application timelines: People

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

Next section

12. Read and accept the declaration.

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

# 24

## Checking the Progress of your Proposal

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

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

### CHECKING THE STATUS OF YOUR PROPOSAL

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

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

### CHECKING WHEN YOUR PROPOSAL IS DUE

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

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

## Withdrawing a Proposal

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

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

If you wish to withdraw a submitted proposal, email the [IMS Support Team](#).

#### ■ To withdraw an un-submitted proposal:

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

## Updating your Details

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

- **To view and/or update your details:**

1. Click the **Edit my account details** button on the **Home** tab.
2. Update your details as required and click **Save**.

- **To change your password, click the **Change password** button on the **Home** tab.**

## Maintaining your Organisation's Contact Details

On person fields, use the **Lookup** button to locate and auto complete fields with the details of individuals in your organisation as well as add and maintain these details.

- **To locate:**

1. Enter the person's name and click the **Search** button.
2. Locate them in the list and click the **Use** button.

- **To add:**

1. Click the **Add** button.
2. Enter the contact details and click the **Save & Use** button.

The phone number and email address is mandatory.

- **To modify:**

1. Select the person and click the **Edit** button.
2. Edit the details and click the **Save & Use** button.

- **To delete, select the person and click the **Delete** button.**

**Person lookup**

Enter a person's name and/or organisation to search for. You may enter both part and multiple keywords.

Person:  
joe bloggs

Organisation:

Search Reset

Add

1 person found.

Lastname	Firstname	Organisation
Mr	Bloggs	Joe Bloggs Research Lir

<< first < prev next > last >>

Cancel

# Appendix 1:

## Terms and Conditions Relating to this Call for Proposals

You must submit your proposal by **12 noon, 14 November 2019**, or as notified through MBIE Alerts.

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

### 1. General

1.1 The terms and conditions are non-negotiable and do not require a response. Each applicant that submits a proposal (hereafter referred to as “you”) will be deemed to have agreed to the Call for Proposals terms and conditions without reservation or variation.

### 2. Investigations and reliance on information

2.1 You must examine this Call for Proposals and any documents referenced by this Call for Proposals and carry out all necessary investigations before submitting a proposal. If you are in doubt as to the meaning of any part of this Call for Proposals, you must set out in your proposal the interpretation and any assumptions you used.

2.2 MBIE will not be liable (in contract or tort, including negligence, or otherwise) to anyone who relies on any information provided by or on behalf of MBIE in or in connection with this Call for Proposals.

### 3. Reliance by applicants

3.1 All information contained in this Call for Proposals or given to you by MBIE is for the purpose of allowing you to prepare your proposal. MBIE has endeavoured to ensure the integrity of such information. However, it has not been independently verified and may not be up to date.

### 4. Reliance by MBIE

4.1 MBIE may rely upon all statements you make in your proposal and in correspondence or negotiations with MBIE or its representatives. If a proposal is funded by MBIE, any such statements may be included in a Work Programme Agreement.

4.2 You must ensure all information you provide to MBIE is complete and accurate. MBIE is under no obligation to check any proposal for errors, omissions, or inaccuracies. You must notify MBIE promptly upon becoming aware of any errors, omissions, or inaccuracies in your proposal or in any additional information you provide.

### 5. Inducements

5.1 You must not directly or indirectly provide any form of inducement or reward to any assessment panel member, officer, employee, advisor, or other representative of MBIE in connection with this Call for Proposals.

5.2 Business-as-usual communications (relating to funding under existing arrangements between MBIE and your organisation) will be maintained with the usual contacts. However, during the Call for Proposal process, you must not use business-as-usual contacts to solicit or discuss details of this Call for Proposals or any application you have, or intend to, submit, with any person at MBIE or its agents, including the assessment panel members.

### 6. Ownership and intellectual property

6.1 This Call for Proposals and any other documents MBIE provides to you remain the property of MBIE. All copyright and other rights in this Call for Proposals and in any other documentation or information provided to you or any other person by or on behalf of MBIE in connection with this Call for Proposals will remain with, and belong at all times to, MBIE or its licensors.

6.2 MBIE may request at any time the immediate return of all documents supplied and any copies made of them. You must comply with any such request in a timely manner.

6.3 Any proposals or information you supply to MBIE will become the property of MBIE and may not be returned to you. Ownership of the Intellectual Property rights in a proposal does not pass to MBIE. However, in submitting a proposal, you grant MBIE a non-exclusive, non-transferable, perpetual licence to retain, use, disclose, and copy your proposal for any purpose related to this Call for Proposals process.

6.4 By submitting a proposal, you warrant that the provision to MBIE of the information contained in your proposal, and MBIE's use of it for the evaluation of your proposal and for any resulting negotiation, will not breach any third-party intellectual property rights.

### 7. Confidentiality

7.1 You and MBIE will each take reasonable steps to protect Confidential Information and, subject to paragraph 7.3, and without limiting any confidentiality undertaking agreed between them, will not disclose Confidential Information to a third party without the other's prior written consent.

7.2 You and MBIE may each disclose Confidential Information to any person who is directly involved in the Call for Proposals process on its behalf, such as officers, employees, consultants, contractors, professional advisors, evaluation panel members, partners, principals or directors, but only for the purpose of participating in the Call for Proposals.

7.3 You acknowledge that MBIE's obligations under paragraph 7.1 are subject to requirements imposed by the Official Information Act 1982 (OIA), the Privacy Act 1993, parliamentary and constitutional convention and any other obligations imposed by law. Where MBIE receives an OIA request that relates to your Confidential Information, MBIE will consult with you and may ask you to explain why the information is considered by you to be confidential or commercially sensitive.



**8. The proposal process**

8.1 Despite any other provision in this Call for Proposals, MBIE reserves the following rights:

- › MBIE may amend, suspend, cancel and/or re-issue the Call for Proposals or any part of the Call for Proposals.
- › MBIE may make any material change to the Call for Proposals (including any date) on the condition that you are given a reasonable time within which to respond to the change.
- › In exceptional circumstances, MBIE may accept a late proposal where it considers that there is no material prejudice to other applicants.
- › MBIE may waive irregularities or requirements in or during the Call for Proposals process where it considers it appropriate and reasonable to do so.
- › Your proposal may not be approved for funding.
- › All or any proposal(s) may be rejected.
- › Your proposal may be accepted in whole, or in part.
- › Any information you provide to MBIE with your proposal may be retained or destroyed.
- › Clarification may be sought from any applicant(s) in relation to any matter in connection with the Call for Proposals process.
- › Any applicant(s) may be contacted, which may be to the exclusion of any other applicant(s), at any time before or after the approval (if any) of proposal(s).
- › MBIE may reject, or not consider further, any documentation related to your proposal that may be received from you, unless it is specifically requested.
- › This Call for Proposals process may be run in such manner as MBIE may see fit.

**9. No contractual obligations created**

9.1 No contract or other legal obligations arise between you and MBIE out of or in relation to this Call for Proposals or Call for Proposals process, until a formal written contract (if any) is signed by both you and MBIE.

9.2 This Call for Proposals do not constitute an offer by MBIE to provide funding or enter into any agreement with you. The call for and receipt of proposals does not imply any obligation on MBIE to contract any funding requested in your proposal. MBIE will not be bound in any way until a contract is executed.

9.3 MBIE makes no representations nor gives any warranties in this Call for Proposals.

9.4 Any verbal communications made during the Call for Proposals process will not be binding on MBIE and are subject to the terms of this Call for Proposals.

**10. No process contract**

10.1 Despite any other provision in this Call for Proposals or any other document relating to this Call for Proposals, the issue of this Call for Proposals does not legally oblige or otherwise commit MBIE to proceed with or follow the process outlined in this Call for Proposals or to assess your proposal or enter into any negotiations or contractual arrangements with you.

10.2 For the avoidance of doubt, this Call for Proposals process does not give rise to a process contract.

**11. Exclusion of liability**

11.1 Neither MBIE nor any assessment panel members, officers, employees, advisers or other representatives will be liable (in contract or tort, including negligence, or otherwise) for any direct or indirect damage, expense, loss or cost (including legal costs) incurred or suffered by you, your affiliates or any other person in connection with the this Call for Proposals process, including without limitation:

- › the assessment process
- › the preparation of any proposal
- › any investigations of or by any applicant
- › concluding any contract
- › the acceptance or rejection of any proposal
- › the suspension or cancellation of the process contemplated in this Call for Proposals, or
- › any information given or not given to any applicant(s).

11.2 By participating in this Call for Proposals process, you waive any rights you may have to make any claim against MBIE. To the extent that legal relations between MBIE and you cannot be excluded as a matter of law, the liability of MBIE is limited to \$1.

11.3 Nothing contained or implied in or arising out of this Call for Proposals or any other communications to any applicant shall be construed as legal, financial, or other advice of any kind.

**12. Costs and expenses**

12.1 MBIE is not responsible for any costs or expenses incurred by you in the preparation of an application.

**13. Governing law and jurisdiction**

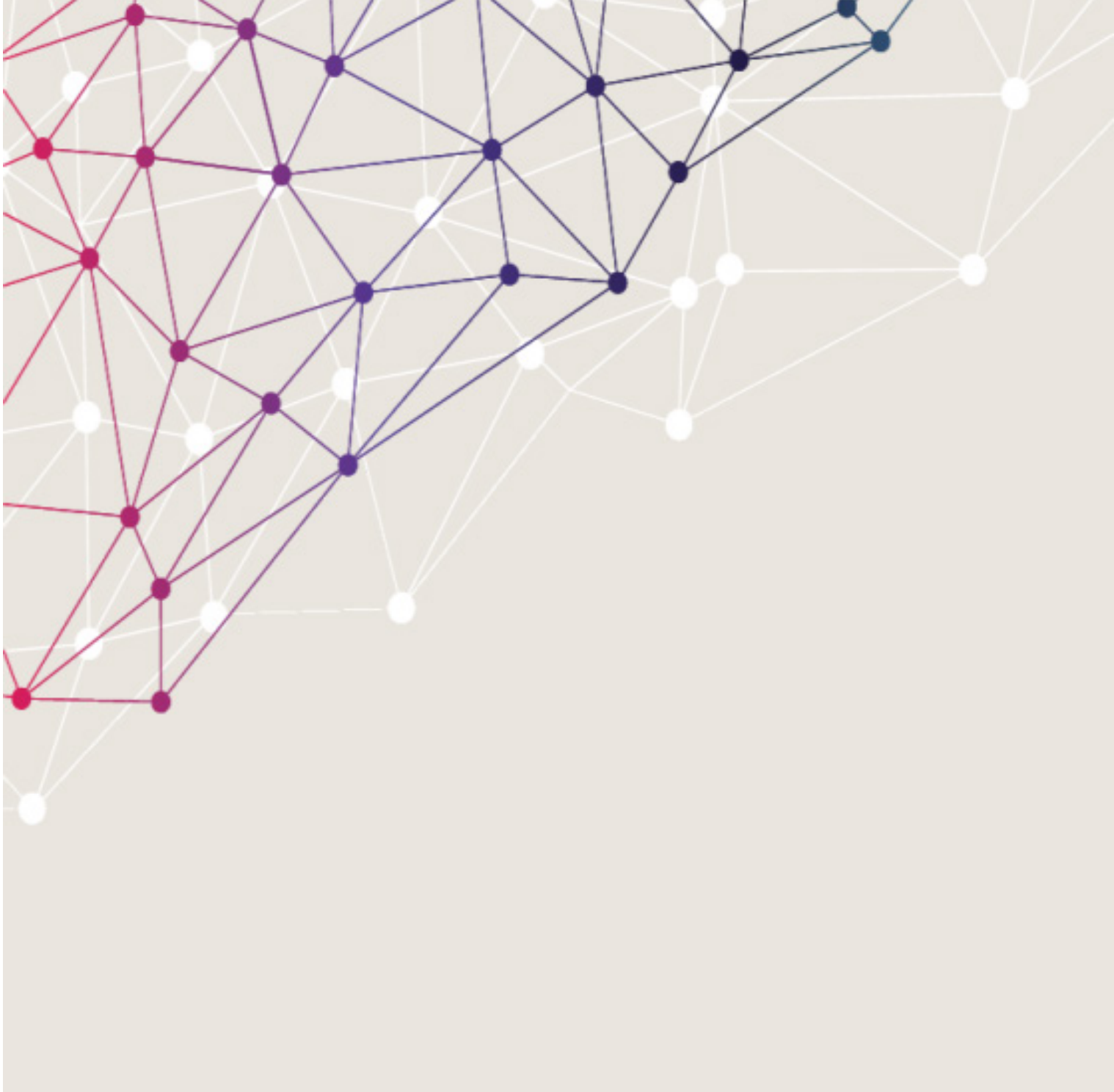
13.1 This Call for Proposals will be construed according to, and governed by, New Zealand law and you agree to submit to the exclusive jurisdiction of New Zealand courts in any dispute concerning this Call for Proposals or any proposal.

**14. Public statements**

14.1 MBIE may make public the following information:

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

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



---

New Zealand's science and innovation systems are critical to boosting the number of knowledge-intensive, internationally-connected firms. The Ministry of Business, Innovation & Employment (MBIE) works to lift business expenditure on research and development, improve the benefits to the wider economy from business development assistance, and harness the potential of the digital economy.

MBIE's funding and support programmes aim to build a high-performing science and innovation system that will transform New Zealand into a more diverse, technologically advanced, smart nation.

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

