CATALYST FUND
STRATEGIC

Catalyst: Strategic

Call for Proposals

New Zealand – Republic of Korea Joint Research Partnerships
April 2021 Investment Round

What is Catalyst?

Introduction

The Government's ten-year vision as set out in the National Statement of Science Investments is of a "highly dynamic science system that enriches New Zealand, making a more visible, measurable contribution to our productivity and wellbeing through excellent science".

International science and innovation connectivity is a key contributor to achieving this vision, providing opportunities to drive the increasing excellence and potential impacts of New Zealand science.

International collaboration on science and innovation: improves the quality of research; increases end-user relevancy of research and knowledge exchange; enables firms to increase investment in innovation activities, so increasing their stock of knowledge; and provides access to additional capability and resources, which increases domestic absorptive and delivery capacity.

The Catalyst Fund

The Catalyst Fund supports activities that initiate, develop and foster collaborations that leverage international science and innovation for New Zealand's benefit. The Catalyst Fund seeks to achieve the following objectives:

- Targeted international partnerships which maximise the impact and quality of New Zealand science and innovation
- Emerging international science cooperation opportunities are pursued and advanced to deliver benefits to New Zealand
- International science and innovation is leveraged in key areas, delivering benefit to New Zealand at a faster pace, of better quality, or of greater impact than can otherwise be achieved.

Catalyst funding is delivered through four instruments: Strategic, Seeding, Leaders, and Influence.

- Catalyst: Strategic   -   funds strategic research partnerships and large-scale international collaborations
- Catalyst: Seeding   -   supports small and medium-sized new international partnerships
- Catalyst: Leaders   -   supports targeted international fellowships for exceptional individuals
- Catalyst: Influence -   supports New Zealand's involvement in and influence of key international forums

This Call for Proposals invites applications for contestable funding under *Catalyst: Strategic*.

Catalyst: Strategic

Catalyst: Strategic funds strategic research and large-scale pre-research collaborations with priority partners and in targeted areas **that cannot be supported through other means**.

The objectives of *Catalyst: Strategic* are to:
- Leverage international research infrastructure and capabilities in areas posing significant science-based challenges to New Zealand and our international partners
- Profile New Zealand science and innovation, and our ability to contribute to global science challenges.

It is also expected that *Catalyst: Strategic* will support relevant activities that contribute to unlocking the innovation potential of Māori knowledge, resources, and people for the benefit of New Zealand, as outlined in MBIE's Vision Mātauranga policy framework.

More information about the Catalyst Fund can be found on MBIE's website.

This Catalyst: Strategic funding round

This Call for Proposals provides you with information about **how to apply**, **how your proposal will be assessed**, and the **contracting** process.

MBIE is inviting proposals under *Catalyst: Strategic*. Up to $1.35 million in total over three years is available for investment in joint research partnerships between New Zealand and **the Republic of Korea** that **cannot be supported through existing funding**.

MBIE and the Korean Ministry of Science and ICT (MSIT) have agreed to support three joint projects through this funding round, one each in the priority areas of **Artificial Intelligence**, **New Materials** and **Health Technologies**, supporting the New Zealand and Korean research partners respectively. Up to $450,000 (excluding GST) of funding over three years is available for each successful New Zealand research team.

Proposals will be assessed against the following **criteria** (refer page 10).
- **Excellence**: Will the activity lead to the creation of new knowledge through high quality research?
- **Connections:** Will the proposed activity establish an enduring collaboration with world-class international collaborators?
- **Impact:** Will the project deliver benefit aligned to the wider strategic economic, social and environmental goals of New Zealand?

Proposed projects must align with the objective of developing **enduring science and innovation collaboration partnerships** with world-class Korean counterparts on topics important to both countries. Activities must significantly broaden and deepen collaborative research partnerships between Korea and New Zealand.

Collaborative projects should reflect and support **relevant Government strategies and initiatives**, to which science and innovation can make a major contribution. Such strategies include, but are not limited to, the National Statement of Science Investment, National Science Challenges, and Vision Mātauranga.

Please note:

This *Catalyst: Strategic* funding round is a **bilateral** initiative funded by the New Zealand and Korean Governments. Your Korean counterparts must apply for their own funding by submitting a corresponding application through the National Research Foundation of Korea (NRF).

Proposals which also involve **world-class partners from other countries** will be accepted, where these demonstrate the potential for increased excellence and impact beyond what is achievable through a New Zealand and Korean partnership alone. Proposals which involve private sector partners are also eligible.

Mitigating the impacts of COVID-19

We recognise that COVID-19 continues to have a significant impact on the science sector's ability to undertake planned science and research activity, particularly international collaboration. Proposals should outline how the project design will allow flexibility to mitigate potential impacts of COVID-19, particularly in terms of international travel – for example, utilising virtual technologies to support engagement with Korean partners.

Investment priorities

The proposed project must align with **one** of the three priority research areas for this Call for Proposals: **Artificial Intelligence, New Materials** and **Health Technologies.**

Artificial Intelligence	Funding available per project: $450,000 total excluding GST
Including Machine learning, Computer Vision and Imaging, and Robotics	
New Materials	Funding available per project: $450,000 total excluding GST
Including Nanomaterials, Biomaterials, Metallurgy and Ceramics	
Health Technologies	Funding available per project: $450,000 total excluding GST
Including Digital Health, Regenerative Medicine, and Biotechnology	

Key dates

14th April 2021	MBIE Portal opens for registration MBIE Portal opens for proposals
Noon, 5th May 2021	Closing date for registrations Registration is required before a full proposal can be submitted
Noon, 27th May 2021	Closing date for proposals
September 2021 (TBC)	Investment funding decisions announced
October 2021 (TBC)	Contracts expected to begin

Key reference documents

- National Statement of Science Investment 2015-2025
- Vision Mātauranga: the policy framework that aims to unlock the innovation potential of Māori knowledge, resources and people to assist New Zealanders to create a better future.

Further information

Email: Proposal queries: internationalscience@mbie.govt.nz
Portal queries: imssupport@mbie.govt.nz

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

You can also subscribe to MBIE's Alert e-newsletter.

The funding opportunity

What funding is available?

New Zealand research teams can apply for up to $450,000 (excluding GST) of funding over three years for each proposal. Your budget should generally distribute this funding evenly across those years.

The total pool of funding available for New Zealand research teams in this Call for Proposals is up to $1.35m (excluding GST) over three years.

Who can apply?

This opportunity is open to **research organisations**. A research organisation is an organisation that has internal capability for carrying out research, science or technology, or related activities.

Eligibility Criteria

For a proposal to be assessed under this *Catalyst: Strategic* funding round, it must meet the eligibility criteria set out below. Proposals that MBIE determines do not meet these criteria will be declined for funding on eligibility grounds:

- The proposal must be made by a New Zealand-based research organisation or a New Zealand-based legal entity representing a New Zealand-based research organization.
- The Science Leader must be employed by a New Zealand-based research organisation, or a New Zealand-based legal entity representing a New Zealand-based research organization.
- The proposal must involve collaboration from a leading Korean research organisation. Your Korean counterparts must apply for their own funding by submitting a corresponding application to the NRF (applications submitted by one side only will not be eligible under this joint programme)
- The proposal must not be made by a department of the public service as listed in Schedule 1 of the Public Service Act 2020.
- Applicants must have submitted a registration via the MBIE Portal.
- Proposals must be uploaded on time via the MBIE Portal and meet the administrative requirements of MBIE.
- Details listed in the registration must be substantively the same as listed in the proposal.
- Applicants must not submit multiple applications to this *Catalyst: Strategic* funding round based on the same project, where the only difference is in the duration of the proposed project or the amount of funding sought. Should the same New Zealand research team decide to submit more than one proposal they must demonstrate significant differences between those proposals. If a research team submits multiple proposals based on the same project, all proposals for that project may be deemed ineligible.

Proposals that MBIE determines do not meet the above criteria will not be assessed. MBIE may, at its discretion, notify applicants of eligibility issues with their registrations prior to the submission of their proposals.

Expenses

Allowable expenses

The expenses allowed under *Catalyst: Strategic* include the following, in connection with the project:

Expense	Details
Research activities	Expenses for consumables and other research expenses Expenses for personnel Contributions to pro-rated salaries
Research exchanges	Travel is expected to be an integral part of the project. Flights, accommodation, visas, travel insurance, ground transport, and meal expenses are permitted and should be based on the rules of the organisations with which the individual undertaking the activity is affiliated.

You will be asked to provide a breakdown of your project's budget in your proposal.

Note: Contributions to pro-rated salaries should be listed under salaries, and not personnel expenses, in your budget table.
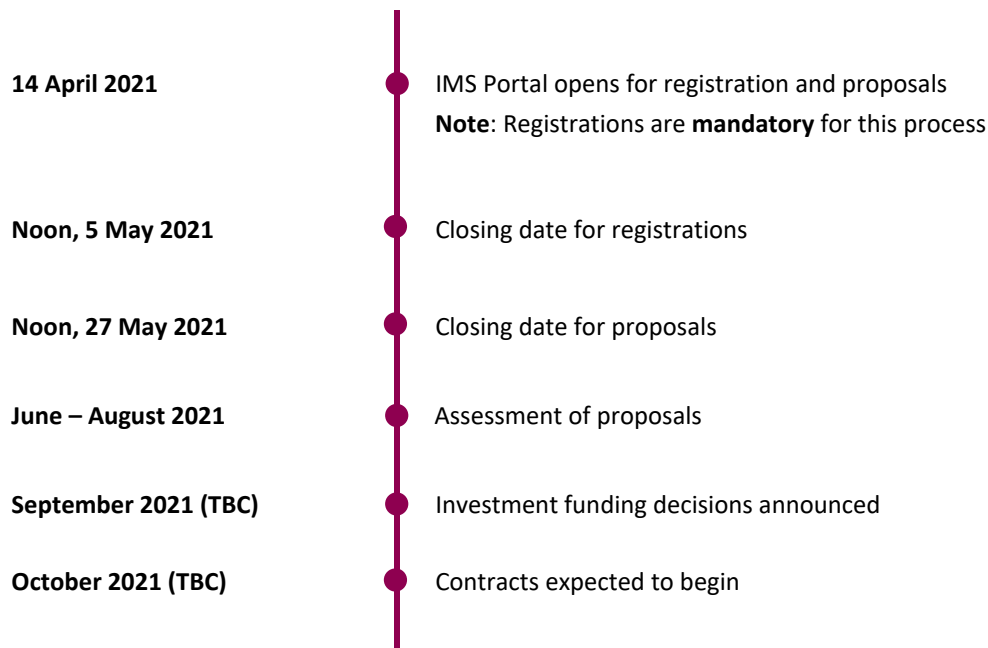
Expenses not funded

The following expenses will not be funded under *Catalyst: Strategic*:

- Acquisition of real estate or construction of buildings
- Procurement of equipment
- Any capital expenditure (unless otherwise agreed with MBIE)
- Dealing with accidents or disasters during the term of the contract
- Expenses for alcoholic beverages (for example at meetings)
- Expenses unrelated to the delivery of the contract.

The Investment Process

The application timeline

14 April 2021	IMS Portal opens for registration and proposals **Note**: Registrations are **mandatory** for this process
Noon, 5 May 2021	Closing date for registrations
Noon, 27 May 2021	Closing date for proposals
June – August 2021	Assessment of proposals
September 2021 (TBC)	Investment funding decisions announced
October 2021 (TBC)	Contracts expected to begin

Process for applicants

The investment process for the New Zealand research teams consists of four stages:

1. **Registration:** Applicants register through MBIE's Investment Management System (IMS). Registration is compulsory and includes the submission of a proposal outline to enable MBIE to identify suitable assessors. MBIE may identify applicants if there are resolvable eligibility issues in a registration and will decline applications if there are unresolvable eligibility issues.

   Note: Some sections require information from the prospective Korean partners.

2. **Proposal:** Applicants submit a full proposal through IMS. This should be an expansion on the outline provided in Registration and must be substantively similar.

3. **Assessment:** Independent Assessors review the proposals against the *Catalyst: Strategic* assessment criteria and, where relevant, the Vision Mātauranga policy. The names of assessors will be published on MBIE's website prior to assessment.

   The NRF will run a simultaneous assessment process for the Korean partner applications. Final funding decisions will be made jointly by MBIE and the NRF.

4. **Contracting:** MBIE will enter into a *Catalyst: Strategic* Contract with successful applicants (subject to any pre- contractual conditions being met). MBIE will only enter into a Science Investment Contract with a New Zealand based legal entity.

   Note: MBIE may set pre-contractual conditions that must be met before entering into a contract, set special contract conditions, and/or vary the funding allocated from that requested.

Preparing and submitting your registration and proposal

Submitting your registration and application for *Catalyst: Strategic* funding is performed in MBIE's IMS, a secure online electronic portal. We recommend you familiarise yourself with the portal before starting your proposal. For information on MBIE's Portal, see 'Submitting your Proposal in MBIE's Portal' on page 22.

The proposal process requires that you provide details about your

- project
- organisation
- research team
- funding

This information must be submitted in the MBIE Portal within the timeframes required. Once submitted, this information is reviewed as part of the assessment process. Please ensure that it is accurate and complete. It will also form the basis of successful applicants' contracts.

Information provided in your full proposal must be consistent with that contained in your registration. If there are any notable discrepancies between the information provided through the two phases, MBIE reserves the right to deem such proposals ineligible. If in doubt, or you believe the circumstances merit a substantial change between the two stages, please contact MBIE at internationalscience@mbie.govt.nz.

We recommend you familiarise yourself with the portal before starting your proposal. We also recommend that you copy and paste from a word editor of your choice rather than typing the information directly into the portal – this will help you keep a back-up of your application.

ANZSRC codes

An ANZSRC (Australian and New Zealand Standard Research Classification) code is a standard classification that allows research and development activities to be categorised according to their intended purpose or outcome. Definitions are available online at the *Australian Bureau of Statistics.*

We have asked you to identify up to two Socio-Economic Objective (SEO) codes and two Field of Research (FOR) codes in your registration, as we will use these to help select assessors for your proposal.

SEO Codes	FOR Codes
Please provide up to two SEO ANZSRC codes, and allocate the percentage of relevance against each code, totalling 100%.	Please provide up to two FOR ANZSRC codes and allocate the percentage of relevance against each code, totalling 100%.

The application forms

The questions that you are required to answer in your proposal are detailed on pages 15-21. The guidelines on areas to consider and suggested content are provided to assist you when developing your proposal and are not an exhaustive list of information you might want to provide.

Please note: There is no specific section or question directly relating to the Vision Mātauranga policy – this sits across all assessment criteria, and you should explain how your proposed project will give effect to this policy in a practical and meaningful way for Māori in all your responses.

Tips for writing a good proposal

Before developing your proposal, you must consider the:

- Eligibility Criteria (page 5)
- Appendix 1: Terms and conditions that apply to this Call

If you believe you meet the eligibility criteria and agree with the terms and conditions, now is a good time to start thinking about the content of your proposal. In particular, make sure the content aligns to the:

- Government's goals for the Catalyst Fund; and
- Assessment Criteria in the next section.

It is also a good idea to look at the factors that assessors are being asked to consider when assessing proposals, so we also recommend that you consider the *Catalyst: Strategic* scoring system (Appendix 2).

The following are general tips for a focused, well-supported and clear proposal. The assessment panel can only assess what is in the proposal so it is important to ensure that all key information is present. Please note that any text included in external links will not be considered.

Be succinct
Make every sentence count. A small amount of carefully crafted content is much better than a lot of unfocused content.

Explain local or specialist language
Assessors may not know the subject areas or areas of activity in the proposal in detail. If local or specialist terms are being used, they should be sufficiently explained.

Provide context for your idea
Assessors may need to know where and how activity in the proposal fits into the science and innovation landscape, including links or relationships to existing capability building or research projects, nationally and internationally.

Personnel and delivery
Assessors want to know that the proposal utilises experienced, skilled and suitable people. Identify what your organisation and the proposed sub-contractors do, and demonstrate that your team has the skills to deliver the project by providing relevant information on key individuals, including CVs or relevant examples of their experience and skills.

Capability development
Assessors want to know how your proposal builds capability. Be clear about what new skills, relationships and knowledge will be developed in the course of the project. Explain in your proposal how your project will include and upskill post-doctorate and PhD students.

Clear and logical
Make sure the proposal is clear and logical, in particular how any activity will lead to the proposed outcomes. Provide evidence where appropriate to support the proposed activity and outcomes.

Evidence of proposed outcomes
Where relevant, ensure you support your proposed ideas, approaches and outcomes with appropriate evidence.

Ethical, data management and regulatory compliance and consent
As necessary, ensure that any issues of ethical approval and regulatory compliance are addressed. Ensure that any issues around privacy and data sovereignty are addressed.

How will your proposal be assessed?

To be assessed, your proposal must meet the eligibility criteria set out on page 5. If it meets these eligibility criteria, it will be assessed against the assessment criteria (detailed below) by independent assessors, who will then provide advice to MBIE. Information provided during registration will not be assessed.

Pursuant to section 5(2) of the Research, Science and Technology Act 2010, and as set out in the New Zealand *Gazette* Notice Number 3833, 7 July 2016, the Catalyst Fund is subject to a separate decision-making process. For the Catalyst Fund, MBIE determines the decision-making process and makes funding decisions.

The *Catalyst: Strategic* fund will use competition to drive an increasing focus on excellent research with impact in areas of future value, growth and critical need for New Zealand.

The Assessment Process

1.   MBIE reviews applications to ensure they meet the eligibility criteria
2.   MBIE assigns eligible proposals to assessment panel members for individual assessment
3.   Each proposal is individually assessed by each of the assigned assessors – scores and assessment comments are entered into the MBIE Portal.
4.   Consensus scores are agreed at a Panel meeting, with assessor scores and comments forming a recommendation to MBIE as to which proposals demonstrate excellence and merit being funded.
5.   The NRF will conduct a complementary assessment process for the Korean partner applications.
6.   MBIE and the NRF will compare rankings to agree funding. Where proposals have been ranked differently, MBIE and the NRF will negotiate in order to agree which teams receive funding.

The Assessment Criteria

The *Catalyst: Strategic* criteria are intended to deliver on the Catalyst Fund outcomes and objectives, and the vision that we should strive for greater excellence and impact in publicly funded research. As much of our science as possible should be of the highest quality by international standards and that investment should have clear line of sight to eventual impact. International collaboration can positively impact the excellence and impact of our science.

	ASSESSMENT CRITERIA	WEIGHTING	
EXCELLENCE	**Excellence** Will the activity lead to the creation of new knowledge through high quality research?	40%	
	Connections Will the proposed activity establish an enduring collaboration with world-class international collaborators?	30%	**IMPACT**
	Impact Will the project deliver benefit aligned to the wider economic, social and environmental goals of New Zealand?	30%	

These criteria should be read in concert with objectives for this Call for Proposals. You are expected to outline out how your proposal will deliver against these objectives. Please note that the Call's objectives are not tied to a specific assessment criteria category, and will be assessed against your entire proposal.

When reviewing your proposal under each criterion, the Assessment Panel will consider whether the proposed project plan, including the incorporation of Vision Mātauranga Policy, contains all of the elements that would be expected from a research proposal, giving full confidence that the work will be implemented as indicated.

You may also find it helpful to read the *Catalyst: Strategic* Assessment Scoring Guide found in Appendix 2.

Excellence (40%)
Key Question: Will the activity lead to the creation of new knowledge through high quality research?

The Assessors will consider to what extent the proposal

- will lead to the creation of new knowledge which is of the highest calibre, and that will have national and international scientific impact and recognition
- utilises applicable scientific and technological principles, including a well-designed research plan and a credible approach to managing risk, that will enable delivery of the proposed research aims
- is ambitious in terms of scientific risk, novelty and/or innovative approaches, and leverages state-of-the-art knowledge and facilities
- is led by world-class science leaders or potential future leaders, with the skills, knowledge and resources to deliver the proposed activities and to manage risk
- explains the science and innovation opportunities and contributions of Māori knowledge, people and resources for the benefit of all New Zealand

Connections (30%)
Key Question: Will the proposed activity establish an enduring collaboration with world-class international collaborators?

The Assessors will consider to what extent

- the New Zealand research team and its proposed international partners have excellent track records of collaborating with other institutions and delivering research results
- the proposed partners offer highly complementary, world-class expertise, knowledge, capabilities and resources, building a high-performing and connected research team
- the research team and its partner have outstanding capabilities and capacity to build and manage a substantive international partnership and fully realise the stated international opportunities
- the research team and its partners have outstanding and comprehensive capabilities including scientific and other resourcing, and supporting infrastructure, to deliver the proposed activities
- the proposed project will give effect to Vision Mātauranga policy, creating connections with and for Māori in a genuine and meaningful way

Impact (30%)
Key Question: Will the project deliver benefit aligned to the wider economic, social and environmental goals of New Zealand?

The Assessors will consider to what extent

- the proposal has a strong line of sight to expected benefits that are of national and/or global significance, where the analysis supporting the estimates of benefits and uncertainty is excellent
- the New Zealand and international partners have excellent records of engagement with end-users, with the potential to bring together New Zealand research capabilities
- the proposal identifies opportunities and needs that are important/relevant to New Zealand and connected to multiple end-users or end-user research sectors
- the project has potential to support a pipeline of research/knowledge transfer within the wider science systems to build long-term capability and enable the development of new ideas/applications
- the proposed research gives effect to Vision Mātauranga policy, including benefits to Māori (iwi, communities/groups, and/or businesses)

Other assessment criteria

When assessing proposals against the assessment criteria, MBIE will also take the following factors into account, including the extent to which the overall mix of investments:

- are likely to achieve the objectives of this Call and Catalyst: Strategic (see What is Catalyst? at Page 2)
- are likely to unlock the science and innovation potential of Māori knowledge, resources, and people for the benefit of New Zealand in accordance with the aim of the Vision Mātauranga policy
- will ensure that funding is not concurrently provided in respect of any two or more programmes of research, science, technology or related activities that are the same or similar (whether those proposals are part of a new proposal, or are already being funded), and
- will minimise the risk that an applicant will not be able to undertake the relevant programme of research, science or technology, or related activities because the applicant or any person involved in delivering the programme, would concurrently be committed to one or more other programmes (whether those proposals are part of a new proposal, or are already being funded).

Assessors

Assessors will be selected for their ability to contribute to one or more of the following criteria:

- Scientific knowledge relative to the range of topics covered by the research areas
- Broader international strategic expertise and experience
- Knowledge about complex international research programmes

There will also be a non-scoring chair. Applicants will be notified of the pool of Assessors at a later date, either directly or by publication on MBIE's Catalyst Fund webpage.

The role of the Assessors is to assess and provide advice to MBIE as to what projects are deemed high quality and fundable, and their relative rankings.

Conflicts of interest

MBIE will post a list of potential Assessors on MBIE's website before the panel assessment so you may check for, and advise MBIE of, any direct or indirect conflicts of interest. An MBIE Alert will be issued when Assessor names are posted on the website.

If you identify that an Assessor has either a direct or an indirect conflict of interest, you must notify MBIE by including details in the conflicts of interest section of the proposal or by emailing internationalscience@mbie.govt.nz with the details for further discussion.

What is considered a conflict of interest?

Conflicts of interest for Assessors may occur on two different levels:

A **direct conflict of interest** is 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
- is a collaborator or in some other way involved with an applicant's Proposal.

An **indirect conflict of interest is** 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 (for example an acquaintance), or
- is assessing a Proposal under discussion that may compete with their business interests.

The decision process

MBIE and the NRF will compare assessments to agree which projects will receive funding. MBIE will take into account the New Zealand Assessors' recommendations and MBIE's total investment across the *Catalyst: Strategic* fund to ensure it is a balanced portfolio across topic areas. Accordingly, MBIE may decide to either:

- approve your Proposal
- decline your Proposal
- approve your Proposal with conditions that may need to be met before or during the contract, or
- approve your Proposal, but for an adjusted amount of funding.

In making its investment decisions, MBIE may also:

- set pre-contract 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 Catalyst Fund Contract, which is available on MBIE's website
- assess the appropriateness of the budget submitted with the Proposal
- vary the proposed term of a Proposal, either by setting a different term to that proposed or by stage-gating the investment, i.e. by requiring certain conditions to be met at a point in the term, before the Proposal is funded for the full term, or
- vary the funding allocated from what is proposed and require critical performance indicators to be renegotiated to MBIE's satisfaction to reflect the changed funding.

Please note:

- Proposals MUST demonstrate excellent science. MBIE will not fund research that does not demonstrate sufficient excellence.
- MBIE may choose not to fund any applications if they do not sufficiently address the criteria, and issues with proposals cannot be rectified to MBIE's satisfaction during the assessment process.
- Participation in the investment process does not guarantee funding.

Notifying you of the outcome

When a decision about your Proposal has been made, MBIE will advise the contact person listed in your Proposal by email. MBIE may also contact this person to discuss the decision.

Following notification, MBIE will publish its decisions and may announce these with a press release. The details MBIE or the Research, Science and Innovation Minister may make public are the:

- name of the applicant organisation and any other parties participating in the project
- name of any applicant
- short title of your project
- description and public statement of the proposed project
- total amount of funding applied for and awarded
- duration of your project, and
- fact that the project has been funded from the Catalyst Fund.

Meeting the New Zealand Government's 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 licences.

The contracting process

If there are any pre-contract conditions, these must be completed to the satisfaction of MBIE before MBIE will prepare and send you a contract. If you are unable to meet any pre-contract condition by the due date, you need to inform us as soon as possible before that due date. We will discuss and may renegotiate the conditions and/or extend the due date.

Subject to completion of any pre-contract conditions, contracts will be sent to your organisation for signing shortly after notification. You will be required to return the signed contract by a date to be advised by MBIE. If you are unable to do so, you will need to inform us as soon as possible.

The terms and conditions of the Catalyst Fund Contract will apply to the provision of funding agreed between MBIE and the contracting organisation. By submitting a proposal, you are agreeing to accede to the terms and conditions of the Catalyst Fund Contract, which is available on MBIE's website. We advise that you seek any required legal advice or review as early as possible regarding the acceptance of standard terms and conditions so as not to delay contract signing.

Developing your registration

There are five sections to complete; *Title, Summary, Eligibility, Proposal, and Other Information.* We recommend you familiarise yourself with the IMS Portal well before the deadline for registration. New Zealand research teams must consult with their Korean collaborators before completing the registration process, as some sections require their information. The following table summarises the information required.

REGISTRATION TEMPLATE		
INFORMATION REQUIRED This is a guide and is not intended to constrain the information you provide. An asterisk (*) indicates mandatory information.		**WORD LIMIT (if applicable)**
SUMMARY		
***NZBN Number**	The NZBN will populate automatically. The registration number applies if you are an incorporated society, charitable trust or company. If this field is blank email imssupport@mbie.govt.nz for assistance	
***Total Funding Requested**	Provide the total funding you are requesting. This can be up to $450,000 (excluding GST)	
***Project title**	Provide a meaningful title that identifies the nature of proposal.	**15 Words**
***Duration of Project**	Provide the duration of the project. This can be up to three years.	
***Start Date**	Provide the proposed start date of your project. Contracts are expected to begin in October 2021. Activities outlined in proposals should begin shortly afterwards.	
***End Date**	Provide the proposed end date of your project. This can be a maximum of three years after proposal begins.	
***Research Area**	Select the priority area for your proposal – choose EITHER Artificial Intelligence OR New Materials OR Health Technologies.	
***Primary Contact Person**	Provide the name, contact phone number and e-mail address for the primary contact person for the project. This contact must have the mandate to discuss the proposal with MBIE officials.	
***Secondary Contact Person**	Provide the name, phone number and e-mail address for a secondary contact person. They must have the mandate to discuss the proposal with MBIE.	
ELIGIBILITY		
***NZ-based Entity**	Confirm that the applicant of this proposal is a New Zealand-based research organisation or a New Zealand-based entity representing a New Zealand-based organisation.	
***Science Leader (Employed by NZ-based Entity)**	Confirm that your Science Leader is employed by a New Zealand-based research organisation, or a New Zealand-based legal entity representing a New Zealand-based research organisation.	
***International Collaboration**	Confirm that you have identified suitable research collaborators from a leading Korean research organisation/s	
***Public Service Department**	Confirm that you do not represent a department of the public service, as listed in Schedule 1 of the Public Service Act 2020. Please note that departments of the public service are ineligible for this Call.	

REGISTRATION TEMPLATE

INFORMATION REQUIRED This is a guide and is not intended to constrain the information you provide. An asterisk (*) indicates mandatory information.		WORD LIMIT (if applicable)
PROPOSAL		
*Abstract	Provide a brief summary of your proposal. Your summary will be used to identify assessors and any potential conflicts of interest. It must not contain commercially sensitive information.	**600 Words**
*Objectives	Provide a concise, high-level description of what you plan to achieve during the project. The focus should be on how the collaborative activities will support the research project.	**250 Words**
*Keywords	List up to 15 keywords that describe the nature of your proposal. Keywords will help us to align assessors for your proposal.	
KEY PERSONNEL		
*Project Team	Provide the full name, email address and telephone number for the Science Leader of your proposed project	
OTHER INFORMATION		
*ANZSRC Codes	Specify no more than two: > Field of Research (FOR) ANZSRC codes > Socio-economic Objective (SEO) ANZSRC codes For each code, specify a percentage of relevance totalling 100% under each category. The codes selected will be used to select Assessors for your Proposal. An ANZSRC code is a standard classification that allows research and development activities to be categorised according to their intended purpose, outcome and/or discipline. If you have not used ANZSRC codes before, the University of Western Australia has a useful code finder at https://eis.uwa.edu.au/Utilities/ANZSRC	
*Conflicts of Interest	Identify any person who has a potential conflict of interest with the proposal and provide details. Outline any proposed arrangements to manage identified conflicts of interest.	

Developing your proposal

There are eight sections to complete; *Summary, Eligibility, Proposal, Excellence and Impact, Key Performance Indicators, Team, Budget*, and *Other information.* We recommend you familiarise yourself with the IMS Portal well before the deadline for submitting your proposal. The following table is a summary of the information required.

Note: Details entrered during registration will pre-populate key fields. Information provided through the registration must be consistent with that to be contained in the proposals. If there are any notable discrepancies between the information provided through the two phases, MBIE reserves the right to deem such applications ineligible.

New Zealand research teams must consult with their Korean collaborators before completing the proposal process, as some sections require their information.

PROPOSAL TEMPLATE	
INFORMATION REQUIRED This is a guide and is not intended to constrain the information you provide. An asterisk (*) indicates mandatory information.	**WORD LIMIT (if applicable)**
SUMMARY	
*****NZBN Number**	The NZBN and registration number (if applicable) will populate automatically. The registration number applies if you are an incorporated society, charitable trust or company. If these fields are blank, please email these details to imssupport@mbie.govt.nz. NZBN / Registration numbers allow MBIE to check that you are a New Zealand legal entity.	
*****Total Funding Requested**	*The total amount of funding requested will auto-populate from the subsequent funding section*	
*****Project title**	Provide a meaningful title that identifies the nature of proposal.	
*****Duration of Project**	Provide the duration of the project. This can be up to three years.	
*****Start Date**	Provide the proposed start date of your project. Contracts are expected to begin in October 2021. Activities outlined in successful proposals should begin shortly afterwards.	
*****End Date**	Provide the proposed end date of your project. This can be a maximum of three years after proposal begins.	
*****Research Area**	Specify the research area that best describes a major focus of your proposed research. This will help us assign assessors to your proposal.	
*****Primary Contact Person**	Provide the name, contact phone number and e-mail address for the primary contact person for the project. This contact must have the mandate to discuss the proposal with MBIE officials.	
*****Secondary Contact Person**	Provide the name, contact phone number and e-mail address for a secondary contact person for the project if desired. This contact must have the mandate to discuss the proposal with MBIE officials.	
ELIGIBILITY	
*****Registration Detail Changes**	Tell us whether your eligibility has changed since you completed your registration. Indicate if there are any substantive differences between the information in contained in your registration and proposal. If you answer Yes to either question, please briefly explain why.	**100 Words**

PROPOSAL TEMPLATE

INFORMATION REQUIRED This is a guide and is not intended to constrain the information you provide. An asterisk (*) indicates mandatory information.		WORD LIMIT (if applicable)
*NZ-based Entity	Confirm that the applicant is a New Zealand-based research organisation or a New Zealand-based entity representing a New Zealand-based organisation.	
*Science Leader (Employed by NZ-based Entity)	Confirm that your Science Leader is employed by a New Zealand-based research organisation, or a New Zealand-based legal entity representing a New Zealand-based research organisation.	
*International Collaboration	Confirm that you have identified one or more suitable research collaborators from a leading Korean research organisation	
*Public Service Department	Confirm that you do not represent a department of the public service, as listed in Schedule 1 of the Public Service Act 2020? Please note that departments of the public service are ineligible for this Call.	
PROPOSAL		
*Executive Summary	Summarise the overall objective of your proposal, including: > why your research is needed (the issue or problem you are addressing) > what you are aiming to achieve > what you propose to do (hypothesis and scientific approach) > the results, impacts and outcomes you expect, how they will be achieved, and who will use or benefit from them This will introduce your research, its potential impact(s), and your methodology. Do not include references, hyperlinks, images, video, or audio files.	**600 Words**
*Public Statement	The public statement may be published on MBIE's website if your proposal is funded. It is not used for assessment purposes. It is important to capture the essence of your research in a way that can be understood by a wider audience and can be used for media purposes. You may include, if required, publishable contact details that can be used by members of the public or the media. Do not include confidential information or references, hyperlinks, images, video, or audio files.	**400 Words**
*Research Plan	Explain: > your chosen approach and how it will achieve your objectives > the technical risks you have identified and the steps you have taken or will take to mitigate or manage them > your proposed approach to manage Intellectual Property (IP) and data management Your Research Plan should be understandable to Assessors, regardless of their specific field of expertise. You may include images but not hyperlinks, video, or audio files.	**400 Words**
*International Collaboration	Specify the Korean organisation(s) you are collaborating with and their contribution to your research. This should include an indication of FTE effort, key researchers or other resources to be contributed (e.g. access to specialised equipment). You should also mention any other international partners here.	**400 Words**

PROPOSAL TEMPLATE

INFORMATION REQUIRED	WORD LIMIT (if applicable)
This is a guide and is not intended to constrain the information you provide. An asterisk (*) indicates mandatory information.	

CASE FOR SUPPORT

*Assessment Criteria

For each criterion, describe the excellence, connections and impact of your research, ensuring that it contains all of the elements that would be expected to give full confidence that the work will be implemented as indicated.

Refer to the assessment criteria guidelines at p18-20

	WORD LIMIT
*Excellence (40%)	**650 Words**
Key Question: Will the activity lead to the creation of new knowledge through high quality research?	Includes tables, references and citations
*Connections (30%)	**600 Words**
Key Question: Will the proposed activity establish an enduring collaboration with world class international collaborators?	Includes tables, references and citations
* Impact (30%)	**600 Words**
Key Question: Will the project deliver benefit aligned to wider economic, social and environmental goals of New Zealand and Korean partners?	Includes tables, references and citations

KEY PERFORMANCE INDICATORS

*Key Performance Indicators

Detail how the Project will measure its performance throughout the life of the Project through Key Performance Indicators (KPIs).

The KPIs should show how progress towards delivery of the Project's objective and post-contract outcomes will be measured with targets to be achieved during the life of the contract. They should include the following six performance areas:

- Delivery of objective
- International collaboration
- Governance and management
- Sustainability
- Vision Mātauranga
- Capability development

MBIE will confer with you on KPIs based on these drafts during the contracting process.

Enter a schedule for each of the above KPIs, using the table below as an example. Please include a target for June each year to be reviewed as part of your project's annual progress.

PERFORMANCE AREA	SUMMARY	TARGET	TARGET DATE
e.g. Delivery of the Objective	*e.g. No. technologies developed through the Partnership*	*2 to x stage*	*30 Oct 2022*
		4 to x stage	*30 Oct 2023*

INFORMATION REQUIRED	WORD LIMIT (if applicable)
This is a guide and is not intended to constrain the information you provide. An asterisk (*) indicates mandatory information.	

BUDGET

*Work Programme	You only need to add one Milestone.
	Title the Milestone **NZ-Korea JRP**. No further text is required in this section
	A Milestone is required before information can be entered into the Budget section
*Funding	Enter the required funding per year for the proposed project. This can be up to $150,000 per year to a project total of $450,000 (excluding GST)
*Budget	For each year of the project, provide a budget for the project using the following headings:
	> Personnel cost
	> Travel
	> Overheads
	> Consumables
	Travel costs should not exceed 25% of the budget. Total income must equal expenditure and all values should exclude GST.
	Funding does not allow for annual inflation adjustments over the term 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 ID	[1]Invited to register and enter Diversity data
*Contract Manager	Mandatory	No	Not Applicable	Mandatory	Not Required	Not Required
*Science Leader	Mandatory	Yes	Mandatory	Mandatory	Yes	Yes
*Key researcher	Mandatory	Yes	Mandatory	Mandatory	Yes	Yes
Key individual	Mandatory	Yes	Mandatory	Mandatory	Yes	Yes
Post-doc	Mandatory	No	Mandatory	Not Required	Not Required	Not Required
Student	Mandatory	No	Mandatory	Not Required	Not Required	Not Required
Other	Mandatory	No	Not Required	Not Required	Not Required	Not Required

[1]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.

> 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.
> 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.

Please note: This section is for the New Zealand project team. Do not include your Korean (or other international) partners here. The lead/key Korean researcher partners and their expected FTEs should be named in the 'International Collaboration' section.

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.	**(if applicable)**

OTHER INFORMATION

*ANZSRC Codes	ANZSRC codes will auto-populate from your registration
*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	Describe any ethical and regulatory requirements and approvals needed to conduct the proposed research. If approvals have not yet been obtained, tell us how and when you expect to do so. If no ethical or regulatory requirements apply to your proposed research simply state "Not Applicable". You are responsible for meeting all ethical and regulatory requirements relating to your proposed research. Any costs associated with fulfilling these requirements should be included in your budget (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 in MBIE's Portal

Registrations and Proposals are entered and submitted using MBIE's Investment Management System (IMS) – a secure, online portal. This process comprises two stages:

1. Registration: see the Registration template on page 15-16 for the information required to be entered in IMS.
2. Proposal: see the Proposal template on pages 17-21 for the information required to be entered in IMS.

Accessing MBIE's IMS Portal

Access the IMS portal using either Chrome or Firefox.

For first time users:

If you have not used the IMS portal before, complete and email an IMS access request form to imssupport@mbie.govt.nz. On acceptance, you will receive a Username and temporary password.

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

For existing users:

Log in using your existing username and password. If you have forgotten this, use the "I've forgotten my password" option.

1. Click the MBIE IMS Portal link (**ims.msi.govt.nz/**)
2. Type your Username and Password.
3. Click the Login Securely button. The Portal's Home screen displays.

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

For all IMS portal queries, e-mail or call the Investment Operations Team:
Email: imssupport@mbie.govt.nz
Phone: 0800 693 778 (Monday to Friday, 8:30am to 4:30pm)

IMS Portal icons

In the IMS Portal, mandatory fields are denoted by an asterisk (either red or black).
- 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 proposal.

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 that the section…
	has not started
	is in progress
	contains invalid or incomplete fields
	is complete and is valid

Registering/Submitting a Funding Application

1. From 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. On the resulting screen, select **2021 Catalyst Strategic – New Zealand Korea Joint Research Partnerships** from the **Investment Process** field.

4. Select the appropriate phase; Registration, or Proposal.

5. If you are:
   - Registering, enter a title for your application
   - Submitting a Proposal, click the Reference button for the relevant Registration. This will automatically links the Proposal to a Registration, and populate key fields with information entered during the Registration phase. You can then edit this information as required.
     Note: any changes you make will not alter information already entered at the Registration phase. If there are any notable discrepancies in the information provided through the two phases, MBIE reserves the right to deem such applications ineligible.

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. When complete, click the Save & next section button to move to the next section. We recommend that you familiarise yourself with the portal well before the deadline.

> 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 uploading 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.
>
> A warning will display if you attempt to leave the current section without saving your information. Choose to either:
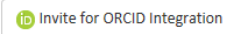> - Leave this Page to exit the section without saving (all changes made during that session be lost), or
> - return to the section and either continue to add information or click Save & next section
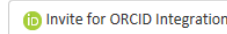
Note: In the field called 'Work Programme':

- Click "add a milestone". You only need to add one milestone – enter **NZ-Korea JRP** as milestone title.
- No further text is required under "Work Programme." This enables you to use the Budget section.

Note: If you are adding **Science Leader** or **Key Researcher**, complete the following extra steps:

If they are already in IMS with an email address:

a. Click the Invite for ORCID Integration button -
b. Click the **Send** button.
c. Click the **Save** button.

If they are not already in IMS or don't have an email address already loaded:

a. Enter the persons email address in the field.
b. Highlight and copy the email address.
c. Click the Invite for ORCID Integration button -
d. Paste the email address into the pop up window and click the **Send** button.
e. Click the **Save** button.

8.	When all sections are complete, scroll to the top of navigation panel and click the **Manage and Submit / Manager and Register** 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.

Proposal	
Manage this application	Project status: In progress
✔ Print and manage	
	Print and manage
Summary	
✔ Summary	**Proposal validation result: Unsuccessful**
✔ Contact Person Details	Please correct the errors below.
Eligibility	
✔ Eligibility	**Team**
Proposal	
✔ Proposal Summary	**Key Researchers and Individuals**
Excellence and Impact	The application requires at least 1 Contract manager
✔ Excellence and Impact	The application requires at least 1 Key individual
Key Performance Indicators	The application requires at least 1 Key researcher
✔ Key Performance Indicators	The application requires at least 1 Science leader
Budget	You must have at least one FTE for project year 1
✔ Work Programme	You must have at least one FTE for project year 2
✔ Funding requested	You must have at least one FTE for project year 3
✔ Budget	
Team	
◑ Key Researchers and Individuals	Back
Other Information	
✔ ANZSRC	
✔ Conflicts of Interest	

Notes: 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 ✖ or ◑ beside the relevant sections.

10.	Click the first error message to open the section, make the required corrections/additions and click the **Save** button.

11.	If applicable, repeat the above step for other sections marked with ✖ or ◑.

12.	Once you have corrected all of the errors and/or added all of the missing information, click the **Manage and Submit / Manage and Register link**, then the **Check my application before submission** button again.

13.	On achieving a successful validation, click the **Register Interest** button (for Registrations) or the **Submit to IMS button** (for Proposals).

Appendix 1: Terms and conditions that apply to this Call

The terms applying to this Fund are set out below. The terms and conditions are non- negotiable and do not require a response. Each applicant that submits a proposal will be deemed to have agreed to these terms and conditions without reservation or variation.

INVESTIGATIONS AND RELIANCE ON INFORMATION

Applicants must examine this document and any reference documents, and carry out all necessary investigations before submitting a proposal. If in doubt as to the meaning of any part of these guidelines, applicants must set out in their proposal their interpretation and assumptions.

RELIANCE BY APPLICANTS

All information contained in this document or given to any applicant by MBIE is for the purpose of allowing that applicant to prepare its proposal. MBIE has endeavoured to ensure the integrity of such information. However, it has not been independently verified and may not be updated.

RELIANCE BY MBIE

MBIE may rely upon all statements made by any applicant in its proposal and in correspondence or negotiations with MBIE or its representatives. If an applicant's proposal is approved by MBIE, any such statements may be included in the contract.

Each applicant must ensure all information provided to MBIE is complete and accurate. MBIE is under no obligation to check any proposal for errors, omissions, or inaccuracies. Each applicant must notify MBIE promptly upon becoming aware of any errors, omissions, or inaccuracies in its proposal or in any additional information provided by the applicant.

INDUCEMENTS

Applicants 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 funding process.

Business-as-usual communications (relating to any existing funding between MBIE and the applicant) will be maintained with the usual contacts. However, during the funding process, applicants must not use business-as-usual contacts to solicit or discuss details of this Fund with any person at MBIE or its agents, including the assessment panel members.

OWNERSHIP AND INTELLECTUAL PROPERTY

This document and any other documents supplied by MBIE to any applicant remain the property of MBIE. All copyright and other intellectual property rights in this document and any documentation and other information provided to any applicant or any other person by or on behalf of MBIE in connection with this Fund will remain with, and belong at all times to, MBIE or its licensors. MBIE may request the immediate return of all documents supplied and any copies made of them at any time. Applicants must comply with any such request in a timely manner.

Any proposals or information supplied by applicants to MBIE will become the property of MBIE and may not be returned to applicants. Ownership of the intellectual property rights in a proposal does not pass to MBIE. However, in submitting a proposal, applicants grant MBIE a non-exclusive, non-transferable, perpetual licence to use, disclose, and copy their Proposal for any purpose related to this funding process.

By submitting a proposal, applicants warrant that the provision of that information to MBIE, and the use of it by MBIE for the evaluation of their proposal and for any resulting negotiation, will not breach any third-party intellectual property rights.

CONFIDENTIALITY

MBIE will treat proposals as confidential, but applicants should be aware that MBIE is subject to the Official Information Act 1982 and may be required to release information supplied in proposals in accordance with that Act, or as otherwise required by law.

THE PROPOSAL PROCESS

The following rights are reserved.

- 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 registration or 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 this 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.
- MBIE may amend the proposed contract at any time
- This Call for Proposals process may be run in such manner as MBIE may see fit.

NO CONTRACTUAL OBLIGATIONS CREATED

No contract or other legal obligations arise between MBIE and any applicant out of, or in relation to, this Fund or funding process, until a formal written contract (if any) is signed by both MBIE and the successful applicant.

This document does not constitute an offer by MBIE to provide funding or enter into any contract with any applicant. The request for and receipt of proposals does not imply any obligation on MBIE to contract for any funding requested in any proposal. MBIE will not be bound in any way until a formal written contract (if any) is signed by both MBIE and the successful applicant. Any verbal communications made during the funding process will not be binding on MBIE and are subject to the terms of this document.

NO PROCESS CONTRACT

This document does not give rise to a process contract.

EXCLUSION OF LIABILITY

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 any applicant, its affiliates, or other person in connection with this document or the funding process. To the extent that legal relations between MBIE and any applicant cannot be excluded as a matter of law, the liability of MBIE is limited to $1.

COSTS AND EXPENSES

MBIE is not responsible for any costs or expenses incurred by applicants in the preparation of a proposal.

GOVERNING LAW AND JURISDICTION

This document will be construed according to, and governed by, New Zealand law and applicants agree to submit to the exclusive jurisdiction of New Zealand courts in any dispute concerning this document.

PUBLIC STATEMENTS

MBIE may make public the following information: the name of any applicant; the name of the organisation and any other parties participating in the project; the title, description and public statement of the proposed project; the total amount of funding applied for and awarded; the period of time for which funding has been requested; and the fact that the project has been funded from the Fund. Please note that any information you provide may be published on the MBIE website.

Applicants are requested not to release any media statement or other information relating to the process outlined in this document and the submission or approval of any proposal in any public medium without providing reasonable advance notice to MBIE.

Appendix 2: The *Catalyst: Strategic* Assessment Scoring Guide

Score	1 (Poor)	2	3	4	5	6	7 (Excellent)
Key Words	Missing Irrelevant No potential No credibility	Minimal Low relevance Little potential Little credibility	Some Partially relevant Some potential Some credibility	Most Generally relevant General potential Generally credible	Substantial Relevant Good potential Credible	Comprehensive Very relevant Strong potential Very credible	Complete Highly relevant Excellent potential Highly credible
High Level Description	Content is missing, irrelevant or has no potential to deliver a high quality research programme	Many aspects are missing, have low relevance, or have little potential	Many aspects are adequately met, but some gaps or deficiencies	All aspects are met to a generally adequate level	All aspects are effectively met, some strongly met	All aspects are strongly met, with some met at an excellent level.	All aspects are convincingly met in an innovative, relevant, and highly credible manner

Appendix 3: ANZSRC Codes

What are ANZSRC codes?

An ANZSRC (Australian and New Zealand Standard Research Classification) code is a standard classification that allows research and development activities to be categorised according to their intended purpose, outcome and/or discipline. See Australian Bureau of Statistics for more details.

ANZSRC is a hierarchical classification, with 2, 4, and 6 digit codes representing increasing specificity. For example:

82 Plant Production and Plant Primary Products
8201 Forestry
810104 Native Forests

Entering ANZSRC Codes

ANZSRC codes are categorised under two research classifications;

- **Field of Research (FOR) -** this is the discipline and/or the process or techniques used in the research.

- **Socio-Economic Objectives (SEO)** - this describes the intended purpose or outcome of the research undertaken.

Under each classification, **no more than two** ANZSRC codes must be specified.

Further Information

Email: Proposal queries: internationalscience@mbie.govt.nz
Portal queries: imssupport@mbie.govt.nz

Phone: Portal queries: 0800 693 778 (Monday to Friday, 8.30am-4.30pm)

You can also subscribe to MBIE's Alert e-newsletter.

All financial information in this document is indicative only, and does not include GST.

The Ministry of Business, Innovation and Employment reserves the right to withdraw or amend, at any time, this Call for Proposals or any part of it.

Published April 2021

MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT
HĪKINA WHAKATUTUKI

New Zealand Government