



MINISTRY OF BUSINESS,  
INNOVATION & EMPLOYMENT  
HIKINA WHAKATUTUKI

CURIOUS  
MINDS   
HE HIHIRI I TE MAHARA

# UNLOCKING CURIOUS MINDS CONTESTABLE FUND



2023  
CALL FOR  
PROPOSALS



**MINISTRY OF BUSINESS,  
INNOVATION & EMPLOYMENT**  
HĪKINA WHAKATUTUKI

## **Ministry of Business, Innovation and Employment (MBIE) Hīkina Whakatutuki – Lifting to make successful**

MBIE develops and delivers policy, services, advice and regulation to support economic growth and the prosperity and wellbeing of New Zealanders.

### **MORE INFORMATION**

Information, examples and answers to your questions about the topics covered here can be found on our website: [www.mbie.govt.nz](http://www.mbie.govt.nz) or by calling us free on: **0800 693 778**.

### **DISCLAIMER**

This document is a guide only. It should not be used as a substitute for legislation or legal advice. The Ministry of Business, Innovation and Employment is not responsible for the results of any actions taken on the basis of information in this document, or for any errors or omissions.

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# UNLOCKING CURIOUS MINDS CONTESTABLE FUND

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

The Fund aims to encourage quality projects that reach and inspire a broader base of New Zealanders through initiatives that bring science and technology to audiences that have less opportunity to learn about and to engage with science and technology.

E tautoko ana a Unlocking Curious Minds i te whāinga o He Whenua Hihiri I Te Mahara - A Nation of Curious Minds hei akiaki, hei whakarite hoki i te whakaurunga pai ake ki te pūtaiao me te hangarau puta noa i Aotearoa whānui

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

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

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

# NGĀ WHĀINGA ME NGĀ PUTANGA O TE TAHUA **THE OBJECTIVES AND OUTCOMES OF THE FUND**

The Fund's objectives and outcomes to which all proposals should address are set out below. Proposals will also have to contribute to the objectives and outcomes of [A Nation of Curious Minds – He Whenua Hihiri | Te Mahara - A National Strategic Plan for Science in Society](#).

## THE FUND'S OBJECTIVES

The Fund supports projects that help New Zealanders, particularly those that have fewer opportunities to learn about and to engage with science and technology, by:

- Funding education and community outreach initiatives that focus on science and technology.
- Broadening their ability to engage with science and technology.
- Promoting the relevance of science and technology in their lives.
- Supporting them to engage in societal debate about science and technology issues facing the country.

## THE FUND'S OUTCOMES

To enable:

- New Zealanders to understand the relevance of science and have the ability to use science to make informed decisions.
- Greater interest and uptake of higher education in science, technology, engineering, and mathematics.
- Increased knowledge and visibility of different research methodologies, including kaupapa Māori approaches and Pacific-centred research methods.
- Engagement with Mātauranga Māori as a knowledge system.
- The research, science and innovation system to connect to communities and respond to their needs.

# TE TAHUA E WĀTEA ANA THE FUNDING AVAILABLE

Approximately \$1.6 million (excluding GST) is available for the Fund’s 2023 investment round to fund successful proposals for up to an 11 month period commencing February 2023.

INDICATIVE TOTAL FUNDING AVAILABLE	MIN AND MAX AMOUNTS YOU CAN APPLY FOR PER PROPOSAL	PROJECT TERM
\$1.6 million (excluding GST)	Minimum: \$50,000 (excluding GST) Maximum: \$150,000 (excluding GST)	Up to 11 months from 1 February 2023 until 31 December 2023

- Project costs must be solely and directly related to the project work programme. This can be used to cover costs towards the work programme development, delivery, and operating costs (including travel).
- Capital expenditure for any equipment with an asset life beyond the term of the project is not funded.
- It is not a requirement to apply for the full funding available.
- Projects should be completed before 31 December 2023.

# NGĀ PAEARU WHAKAWHIWHI THE ELIGIBILITY CRITERIA

To be eligible for funding from the Fund:

- The proposed activity or activities must take place in one or more New Zealand regions (including the Chatham Islands).
- Applications must be from an organisation that is a legal entity with an IRD number.
- Legal entities may include incorporated societies, registered charities, registered companies, and trusts.
- Applications must be made in our Investment Management System (IMS) – a secure online portal, within the application deadline, and comply with all formatting, content or other administrative requirements set out in this Call for Proposals.

Applications not meeting any of these criteria will be declined for funding on eligibility grounds.

The terms and conditions of the Fund’s Funding Agreement will apply to the provision of funding agreed between the contracting organisation and us. By submitting a proposal, applicants (and their collaborators) are agreeing to the terms and conditions of the Fund’s Funding Agreement. A sample agreement is available on the Fund’s [webpages](#).

Government departments (as defined in Schedule 1 of the State Sector Act 1988), Centres of Research Excellence (funded through the Tertiary Education Commission) are not eligible to apply for funding.

# NGĀ MOMO WHAKAPAUNGA O TE TAHUA **HOW FUNDING CAN BE USED**

MBIE FUNDABLE	MBIE NOT FUNDABLE
<ul style="list-style-type: none"> <li>Projects that take place in one or more New Zealand regions.</li> <li>Projects that reach audiences in more than one location across a region(s). <i>The regions are defined by individual regional council boundaries.</i></li> </ul>	<ul style="list-style-type: none"> <li>Projects that only reach an audience in a single town or city.</li> </ul>
<ul style="list-style-type: none"> <li>Projects that provide one or more new science and technology engagement activities.</li> </ul>	<ul style="list-style-type: none"> <li>Business as usual activities, including events, projects, communications, and publications that promote business as usual activities.</li> <li>Projects that duplicate initiatives already part of the <a href="#">A Nation of Curious Minds – He Whenua Hihiri   Te Mahara The National Strategic Plan for Science in Society</a>.</li> <li>Activities with a similar purpose that have been funded from other government departments.</li> <li>Activities that engage repeat participants to a broadly similar project as those previously funded.</li> </ul>
<ul style="list-style-type: none"> <li>Refocused previously funded projects supported by strong evidence that the changes will:               <ul style="list-style-type: none"> <li>reach a new target audience(s), and/or</li> <li>have broader impact.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Projects that have been previously funded by MBIE that do not:               <ul style="list-style-type: none"> <li>reach a new target audience(s), or</li> <li>have broader impact.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>Costs associated directly with the project (total project costs). This may include:               <ul style="list-style-type: none"> <li>Costs of personnel</li> <li>Personnel related costs</li> <li>Material and consumables directly related to promoting or delivering a project</li> <li>Travel directly related to delivering the project</li> <li>Project operational costs.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Capital expenditure for any equipment with an asset life beyond the term of the project.</li> </ul>
<ul style="list-style-type: none"> <li>Projects that start from 1 February 2023 and are completed by 31 December 2023.</li> </ul>	<ul style="list-style-type: none"> <li>Projects that occur before February 2023 or after December 2023.</li> </ul>
<p>Projects that involve activities in the summer months may seek a later completion date. The rationale for a later date must be clearly set out in the proposal.</p>	

# TE TUKANGA TONO ME TE AROMATAWAI THE APPLICATION AND ASSESSMENT PROCESS

This section outlines the application, assessment and decision-making processes, and the funding application timeline.

## TE TUKANGA TONO THE APPLICATION PROCESS

Applying for funding from the Fund's 2023 investment round comprises a two-stage process.

### STAGE 1:

- Register your intent to apply for funding. The registration process signals your intent to submit a funding proposal and is performed in IMS. Registration must be completed by **12 noon, 2 August 2022**.
- Registration must be completed before you can start to enter and/or submit a funding proposal.
- We use the information collected at registration to prepare for the assessment of submitted proposals.

### STAGE 2:

- Submit a funding proposal in IMS.
- You may enter and submit your proposal immediately after you have completed Registration, i.e., you do not need to wait for the Registration period to close.
- MBIE performs an eligibility check on all proposals.
- All eligible proposals will be assessed by independent Assessors against the assessment criteria.
- Informed by the Assessor's scores and comments, MBIE prepares a shortlist of proposals which are approved by the General Manager, Strategic Science Investment & Performance and then assigned to an expert Unlocking Curious Minds (UCM) Assessment Panel.
- The UCM Assessment Panel:
  - discusses and ratifies the shortlisted proposals and portfolio balancing
  - forms funding recommendations
  - may place proposals 'in reserve' should extra funding become available by 31 January 2023.
- Informed by the UCM Assessment Panel's recommendations, MBIE's General Manager, Science System Investment and Performance makes the final decisions on which proposals will progress to contracting.
- All applicants will be notified of the assessment outcome.

See pages 14 and 16 for the Registration and Proposal templates. These templates contain the information required and guidance on preparing that information. When preparing your application, we encourage you to consider the Fund's eligibility criteria, the assessment criteria, the terms, and conditions relating to this Call for Proposals, and the sample Funding Agreement.

## DIVERSITY IN SCIENCE AND RESEARCH

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

## NGĀ RANGI MATUA KEY DATES

29 June 2022 until 12 noon, 2 August 2022.....	Proposal registration period
29 June 2022 until 12 noon, 31 August 2022.....	Submission period for proposals
September 2022.....	Assessment of proposals
November 2022.....	Funding decisions announced
November 2022– January 2023.....	Funding Agreements signed
1 February 2023.....	Contracted work programmes commence
31 December 2023.....	All work programmes completed

All dates are NZ Standard Time. Any change to key dates will be notified via an [Alert email](#). If you are not registered for these alerts, you can [sign up here](#).

## NGĀ TOHUTORO MATUA KEY REFERENCES

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

[scienceonline.tki.org.nz](http://scienceonline.tki.org.nz)

The principles, aims, values, objectives, and key competencies of the New Zealand Curriculum – Science.

[Sample Funding Agreement](#)

A sample of the Funding Agreement between successful applicants and MBIE. By applying to the fund, you agree to the Terms and Conditions in this call for proposals and those set out in the Funding Agreement.

[A Nation of Curious Minds He Whenua Hihiri i te Mahara: A national strategic plan for science and society](#)

The objective and outcomes the Government wishes to achieve to strengthen the place of science in society over a ten-year period (from 2014 to 2024) and with key action areas to progress.

[Vision Mātauranga: unlocking the innovation potential of Māori knowledge, resources, and people](#)

The policy framework designed to assist research funders, researchers and research users when they consider research of relevance to Māori

[National Statement of Science Investment](#)

How Aotearoa New Zealand is aiming for a highly dynamic science system that enriches all our lives.

## KA PĒHEA TE AROMATAWAITIA O NGĀ TONO **HOW** **PROPOSALS WILL BE ASSESSED**

We will verify that proposals are eligible and will decline proposals that are not eligible.

All eligible proposals will progress through the application and assessment process (see page 7) which will adhere to the following assessment criteria.

UNLOCKING CURIOUS MINDS CONTESTABLE FUND ASSESSMENT CRITERIA	
<p><b>EXCELLENCE</b>  <i>(50% Weighting)</i></p>	<p>When assessing a proposal, MBIE will consider excellence as:</p> <ul style="list-style-type: none"> <li>• The extent to which the project plan demonstrates a realistic and coherent strategy, novel methods, scientific rigour, delivers value for money, and outlines a clear work programme with defined relevance to the target audience.</li> <li>• The quality of the project team and their ability to connect and work collaboratively with the target audience. This includes evidence of linkages with relevant partners, in both the community and scientific field of engagement, and, where relevant, Māori involvement, and any co-funding considerations.</li> </ul>
<p><b>IMPACT</b>  <i>(50% Weighting)</i></p>	<p>When assessing a proposal, MBIE will consider impact as:</p> <ul style="list-style-type: none"> <li>• The extent to which the project broadens the ability of the target audience to engage with science and technology, and responds to their needs, with clear indicators of how success will be measured.</li> <li>• The extent to which the project promotes and increases the visibility of science, and different research methodologies, in the wider community with clear indicators of how success will be measured.</li> <li>• The extent to which the project promotes and increases the visibility of higher education and science career pathways.</li> <li>• The ability to reflect Te Ao Māori by demonstrating aspects of Māori centred research, kaupapa Māori research methodologies and enablement of mātauranga methods appropriately and respectfully.</li> <li>• The ability to reflect other knowledge systems where appropriate such as Pacific-centred research.</li> <li>• Evidence of impact and the credibility of the project approach to demonstrate that impact.</li> </ul>

## ĀHUA O TE KŌWHIRI KAIAROMATAWAI HOW ASSESSORS ARE SELECTED

To assess proposals, we will select approximately 30 Assessors with a skill set that includes:

- Knowledge across a wide range of scientific disciplines, including Mātauranga Māori and Pacific knowledge systems.
- Representation from the CRI, academic, education and museum sectors.
- Experience with science communication, community engagement and both formal and non-formal education.
- Experience with research and outreach programmes focussed on Māori, Pacific and rural communities.

We will also engage a five member UCM Panel plus an independent Chair. The panel will comprise:

- MBIE representation.
- Departmental Science Advisors.
- Other independent experts with experience in science education, communication, and outreach (not those involved in making individual assessments of the proposals).

## NGĀ PĀNGA MATAKU CONFLICTS OF INTEREST

We will publish the names of the Fund's Assessors on our website before the proposal submission period closes.

If you identify that an Assessor has an actual, potential or perceived direct or an indirect conflict of interest, you must notify us by emailing [curiousminds@mbie.govt.nz](mailto:curiousminds@mbie.govt.nz) with the details for further discussion.

Conflicts of interest may occur on two different levels:

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

## TŪMATAITINGA 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 our [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.

# NGĀ WHAKATAUNGA TAHUA, MAHI KIRIMANA ME NGĀ WHAKARITENGA PŪRONGO **FUNDING DECISIONS,** **CONTRACTING AND REPORTING** **REQUIREMENTS**

## TE TUKANGA NGĀ WHAKATAUNGA TAHUA **THE DECISION MAKING PROCESS**

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

This decision will be informed by:

- The independent Assessors' scores.
- Recommendations by the UCM Assessment Panel who will consider the following portfolio balancing factors:
  - how well proposals meet the excellence and impact criteria for the fund
  - the range of New Zealand regions represented
  - innovative approaches to STEM engagement
  - representation of a wide range of science topics and concepts
  - inclusion of a wide range of audience experiences.

This decision may be contingent on:

- pre-contractual conditions which must be met before the investment is contracted
- special conditions in addition to the general terms and conditions set out in the Fund's Funding Agreement
- a variation to the proposed term of a proposal
- a variation to the funding allocated from that proposed and requirement that the proposed project plan be negotiated to MBIE's satisfaction to reflect the changed funding
- prior performance in previous UCM Funding Agreements. Where an applicant is recommended to be funded but has an outstanding reporting requirement, or other unmet UCM contractual obligations, at the time of contracting, we may withhold the Funding Agreement until such a time as previous UCM contracting obligations are fulfilled. Please note that the new contract start date could be delayed where earlier UCM contractual obligations are unfulfilled.

When decisions are announced, we will provide the proposal's primary contact person with:

- information as to where their proposal sat in terms of percentiles
- comments from Assessors on the strength and weaknesses of the proposal
- whether their proposal was shortlisted and progressed to the Assessment Panel.

A list of successful applicants will be published on the [Fund's webpages](#) and announced in a press release.

## TE TUKANGA TUKU KIRIMANA THE CONTRACTING PROCESS

If the decision is made to invest in your proposal, from early November 2022 we will enter into a Funding Agreement (which will include an agreed work programme) with your organisation (subject to any pre-contractual conditions being met). This Funding Agreement will contain information from your proposal and will be sent to the designated contact person after the announcement of the investment decisions. This agreement is expected to be signed and returned to us within one month of receipt. Note that Trusts may need to supply a copy of their Trust Deed with their signed contract.

Work programmes should be ready to commence 1 February 2023 and be completed on or before 31 December 2023, unless otherwise agreed.

The terms and conditions of the Fund's Funding Agreement will apply to the provision of funding agreed between MBIE and the contracting organisation. By submitting a proposal, you are agreeing to both the terms and conditions of both this Call for Proposals and the Fund's Funding Agreement. A sample agreement is available on the Fund's [webpages](#).

### FUNDING PAYMENTS

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

- 30% of the approved funding will be paid once the Funding Agreement is signed.
- Two instalments (each being 30% of the approved funding) will be made at regular intervals over the term of the Funding Agreement.
- The remainder 10% of the approved funding will be paid on completion of the project and acceptance of a Final Report that demonstrates that the project has achieved its stated outcomes.

## TE PŪRONGO I NGĀ TAKOHANGA REPORTING OBLIGATIONS

During the contracted funding period, successful applicants will be required to provide in IMS a Mid-Term Progress Declaration and a Final Report.

The Mid-Term Progress Declaration will cover:

- On/off track status.
- Emerging risks and what is being done to address them.

The Final Report will include:

- Commentary on the overall project outcomes, including key achievements, the steps taken and, where applicable, the changes made to your approach.
- Participant information including the number of participants, geographical spread and ethnicity (where available).
- How you are communicating and promoting your project.
- How you are measuring the success of your project and your assessment of what the project is achieving.

We can provide assistance with surveys to assist successful applicants with understanding and reporting on the reach, impact and effectiveness of their project. See <https://www.curiousminds.nz/assets/Discover/Article/UCM-2017-Surveying-Guidelines.docx> for the survey guidelines.

## HE KŌRERO ANŌ FURTHER INFORMATION

**Web** [MBIE's Unlocking Curious Minds Contestable Fund webpages](#)

**Email** Proposal queries: [curiousminds@mbie.govt.nz](mailto:curiousminds@mbie.govt.nz)  
IMS queries: [imssupport@mbie.govt.nz](mailto:imssupport@mbie.govt.nz)

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

# TE WHAKARITE I TŌ TONO PŪTEA

## PREPARING YOUR FUNDING APPLICATION

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

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

This section contains the Registration and Proposal templates. Registration and funding proposals are entered and submitted in our Investment Management System (IMS) – a secure online portal (see page 23).

You must register before you can start to enter and/or submit your funding proposal.

Once registered, you may begin to enter your proposal into IMS, i.e., you do not need to wait for the registration period to close.

Each template outlines the information we are seeking. Guidance on what we are looking for and how to prepare that information is provided, however note this is not intended to constrain the information you provide. All mandatory information is marked with an asterisk (\*) and where specified, adhere to word limits.

We recommend you use these templates to draft the required information and then when ready to submit, copy and paste the necessary segments into the appropriate IMS fields and upload documentation where directed. Ensure that your application:

- Complies with the eligibility criteria and fundable activities outlined in this Call for Proposals.
- Addresses the assessment criteria outlined in this Call for Proposals.
- Addresses the investment objectives and outcomes outlined in this Call for Proposals.
- Meets all applicable timing, formatting, system, or other similar administrative requirements as noted in this Call for Proposals.

### TIPS FOR WRITING A GOOD APPLICATION

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

# TĀTAUIRA RĒHITA REGISTRATION TEMPLATE

This template details the key information required to register for funding from the Unlocking Curious Minds Contestable Fund.

The Registration period is from **29 June 2022 until 12 noon, 2 August 2022**. These dates are subject to change. Any change will be notified via an Alert email. To sign up for these alerts, [see https://www.mbie.govt.nz/science-and-technology/science-and-innovation/subscribe/](https://www.mbie.govt.nz/science-and-technology/science-and-innovation/subscribe/)

**You must register before you can submit a proposal.** Registrations are entered and submitted to MBIE in IMS (see page 23 for detailed instruction).

THE UNLOCKING CURIOUS MINDS CONTESTABLE FUND REGISTRATION TEMPLATE		
<b>Information Required</b> <ul style="list-style-type: none"> <li>An * indicates mandatory information.</li> <li>Unless specifically requested, do not include URLs. Information provided by way of URL links to websites will not be considered or assessed. IMS will direct you in how to enter your information and upload supporting information.</li> <li>Adhere to word limits where noted.</li> <li>Ensure that your proposal directly addresses the eligibility and assessment criteria and considers the Fund's investment objectives.</li> </ul>		
<b>ELIGIBILITY</b>		
<b>*Eligibility</b>	Confirm that your application meets the Fund's eligibility criteria by answering yes or no to the following: <ul style="list-style-type: none"> <li>Will the proposed activity or activities take place in one or more New Zealand regions (including the Chatham Islands)?</li> <li>Are you an organisation that is a legal entity with an IRD number?</li> </ul>	
	If you have answered no to any of the above, explain why.	<i>Word Limit:</i> <b>100 Words</b>
<b>PROJECT DETAILS</b>		
<b>*Title</b>	Provide a meaningful title that clearly identifies the proposed project and reflects the nature of the science and technology involved.  Do not include acronyms or abbreviations and avoid cryptic or humorous "tabloid" style titles.	<i>Word Limit:</i> <b>12 Words</b>
<b>*Keywords</b>	List up to 5 key words (each between 3 and 55 characters in length) that best describes the nature of your project's science and technology element. Do not include acronyms or abbreviations.	<i>Word Limit:</i> <b>5 Words</b>
<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 MBIE.	
<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.	

## THE UNLOCKING CURIOUS MINDS CONTESTABLE FUND REGISTRATION TEMPLATE

### Information Required

- An \* indicates mandatory information.
- Unless specifically requested, do not include URLs. Information provided by way of URL links to websites will not be considered or assessed. IMS will direct you in how to enter your information and upload supporting information.
- Adhere to word limits where noted.
- Ensure that your proposal directly addresses the eligibility and assessment criteria and considers the Fund’s investment objectives.

### Project overview

<b>*Project overview</b>	Briefly tell us: <ul style="list-style-type: none"> <li>• The aims and outcomes of your project.</li> <li>• Who is the target audience?</li> <li>• Where the project is taking place.</li> </ul>	<i>Word Limit:</i> <b>100 Words</b>
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### Conflicts of interest

<b>Conflicts of Interest</b>	Declare any potential conflicts of interest and describe the nature of the conflict. This may include possible conflicts with a part of MBIE you are engaged with. See page 10 for more details.	
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# TĀTAUIRA TONO PROPOSAL TEMPLATE

This template details the key information required in your proposal for funding from the Unlocking Curious Minds Contestable Fund. The guidelines that follow are not intended to constrain the information you provide. Use it to help gather the information you need to formulate your proposal.

The Proposal submission period is from **29 June 2022 until 12 noon, 31 August 2022**. These dates are subject to change. Any change will be notified via an Alert email. To sign up for these alerts, see <https://www.mbie.govt.nz/science-and-technology/science-and-innovation/subscribe/>

Proposals are entered and submitted to MBIE in IMS (see page 23 for detailed instruction). **You must register before you can submit a proposal.**

THE UNLOCKING CURIOUS MINDS CONTESTABLE FUND PROPOSAL TEMPLATE		
<b>Information Required</b>		
<ul style="list-style-type: none"> <li>An * indicates mandatory information.</li> <li>Unless specifically requested, do not include URLs. Information provided by way of URL links to websites will not be considered or assessed. IMS will direct you in how to enter your information and upload supporting information.</li> <li>Adhere to word limits where noted.</li> <li>Ensure that your proposal directly addresses the eligibility and assessment criteria and considers the Fund’s investment objectives.</li> </ul>		
<b>Eligibility</b>		
<b>*Eligibility</b>	Confirm that your application meets the Fund’s eligibility criteria by answering yes or no to the following: <ul style="list-style-type: none"> <li>Will the proposed activity or activities take place in one or more New Zealand regions (including the Chatham Islands)?</li> <li>Are you an Organisation that is a legal entity with an IRD number?</li> </ul>	
	If you have answered no to any of the above, explain why.	<i>Word Limit:</i> <b>100 Words</b>
<b>Project details</b>		
<b>*Funding requested</b>	Specify the total amount of funding (excluding GST) you are requesting from MBIE to cover total project costs.  The minimum you can apply for is \$50,000 (excluding GST).  The maximum amount you can apply for is \$150,000 (excluding GST).  Project costs must be solely and directly related to the project work programme (see page 6).  Capital expenditure for any equipment with an asset life beyond the term of the project is not funded.	
<b>*Title</b>	Validate/update the project title you entered at Registration.  Remember: <ul style="list-style-type: none"> <li>This should be a meaningful title that clearly identifies the proposed project and reflects the nature of the science and technology involved.</li> <li>Do not include acronyms or abbreviations and avoid cryptic or humorous “tabloid” style titles.</li> </ul>	<i>Word Limit:</i> <b>12 Words</b>

**THE UNLOCKING CURIOUS MINDS CONTESTABLE FUND PROPOSAL TEMPLATE**

**Information Required**

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- Adhere to word limits where noted.
- Ensure that your proposal directly addresses the eligibility and assessment criteria and considers the Fund’s investment objectives.

<b>*Project start and end dates</b>	Tell us the expected start and end dates for your project.  The funding period is from February 2023 to 31 December 2023. All projects approved for funding must start on 1 February 2023 and must be completed on or before 31 December 2023. If your proposed project’s end date is after 31 December 2023, you will need to request a project end date extension and outline the rationale (see below).	
	Project End Date Extension  If applicable, provide a strong rationale for why your project cannot be completed on or before 31 December 2023.	<i>Word Limit:</i> <b>30 Words</b>
<b>*Project Location</b>	Tell us the region(s) in which the project will take place.	
<b>*Keywords</b>	Validate/update the 5 key words entered at Registration.  Remember these should: <ul style="list-style-type: none"> <li>• Each be between 3 and 55 characters in length.</li> <li>• Best describe the nature of your project’s science and technology element.</li> <li>• Not include acronyms or abbreviations.</li> </ul>	<i>Word Limit:</i> <b>5 Words</b>
<b>*Primary Contact</b>	Validate/update the name, email address and telephone number of your primary contact person.  Remember that this contact must have the authority to discuss your proposal with MBIE.	
<b>*Secondary Contact</b>	Validate/update the name, email address and telephone number of your second contact person.  Remember that this secondary contact must differ from the primary.	
<b>Public Statement</b>		
<b>*Public statement</b>	Provide us with a pre-prepared public statement that tells us about your project.  This statement should: <ul style="list-style-type: none"> <li>• Be engaging and easily understood by the general public.</li> <li>• Include: <ul style="list-style-type: none"> <li>• the aims and outcomes of your project.</li> <li>• how you will go about achieving the aims and outcomes.</li> <li>• who the target audience is.</li> <li>• where the project is taking place.</li> <li>• publishable contact details that can be used by the public and/or the media.</li> </ul> </li> <li>• Not include confidential information, references, images, video, or audio files.</li> </ul> <p>If your proposal is funded, this statement will be published on our webpages and may be used in the public arena.</p>	<i>Word Limit:</i> <b>200 Words</b>

## THE UNLOCKING CURIOUS MINDS CONTESTABLE FUND PROPOSAL TEMPLATE

### Information Required

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<b>Online presence</b>	<p>If you have an online presence for your project, provide:</p> <ul style="list-style-type: none"> <li>• The links to these (for example, to your website or social media accounts, etc.).</li> <li>• A brief explanation of how you will use this for your project.</li> </ul>	<i>Word Limit:</i> <b>100 Words</b>
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### Project summary

<b>*Project Summary</b>	<p>Tell us in detail the overall aims and objectives of your proposed project and how you will achieve these. Include:</p> <ul style="list-style-type: none"> <li>• What is distinctive about this project in the way it will engage the target audience.</li> <li>• How the project contributes to the Fund's objective and outcomes.</li> <li>• The results, impacts or outcomes you expect, and who will use or benefit from them.</li> <li>• What the expected benefits are of the project beyond the project's completion date.</li> </ul> <p>Be specific. Clearly articulate strategy and methodology. Present a clear picture of the issue or problem, your audience, and the impact that your project will have.</p> <p>Do not include references, hyperlinks, images, video, or audio files.</p>	<i>Word Limit:</i> <b>300 Words</b>
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### Project Excellence

<b>*Work Programme</b>	<p>Tell us about the project, including:</p> <ul style="list-style-type: none"> <li>• The strategy guiding the development of your project.</li> <li>• Its relevance to your chosen audience.</li> <li>• How you will ensure scientific rigour.</li> </ul> <p>Provide a brief project plan with a clear sequenced timeline of the key steps, stages or milestones.</p>	<i>Word Limit:</i> <b>400 Words</b>
<b>*Project Team</b>	<p>Tell us about your project team's:</p> <ul style="list-style-type: none"> <li>• Skills and experience with similar projects.</li> <li>• Ability to connect with the target audience.</li> </ul>	<i>Word Limit:</i> <b>400 Words</b>

**THE UNLOCKING CURIOUS MINDS CONTESTABLE FUND PROPOSAL TEMPLATE**

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**Sample Team Table:** Using the following table as a guide, detail the key personnel that will be involved in the project. Do not provide CVs.

Role	Full Name	Email Address	Invited to register for and/or enter ORCID iDs	Invited to register and enter Diversity
*Project Leader	Mandatory	Mandatory	Yes	Yes
*Key individual	Mandatory	Mandatory	Yes	Yes
*Expert	Mandatory	Mandatory	Yes	Yes
Other	Mandatory	Mandatory	No	Yes

**Role Descriptions:**

- Project Leader:** The person leading the project.
- Key Individual:** An individual with a significant role in the project.
- Expert:** A science and technology expert involved in the project.
- Other:** A significant role that does not fit the other categories.

Note the mandatory roles (\*). Name at least one each of the; Key individuals, Project Leaders, and Experts.

As part of our statement of Diversity Policy the mandatory roles will be invited to register separately in IMS and enter their diversity data as part of their profile.

When entering your project team information you will trigger a registration invitation to be sent to your team members. 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 webpage](#).

We will not fund salaries of individuals employed by local or central government but may fund other costs associated with their involvement.

**\*Partners**

Tell us how you will leverage the science and technology engagement capabilities of other organisations. This includes evidence of linkages with relevant partners, in both the community and scientific field of engagement, relevant Māori involvement, and any co-funding commitments you may have secured.

**Word Limit:  
300 Words**

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### Project Impact

<p><b>*Target audience</b></p>	<p>Tell us about the project’s target audience. Include:</p> <ul style="list-style-type: none"> <li>• The size of the target audience.</li> <li>• Why this project is relevant to them and why now.</li> <li>• How this project broadens the ability of the target audience to engage with science and technology, and how you will measure this.</li> <li>• Clear justification for how your identified target audience: <ul style="list-style-type: none"> <li>• has fewer opportunities to learn about and to engage with science and technology, and</li> <li>• is aligned with the objectives and outcomes of both Fund and <a href="#">A Nation of Curious Minds – He Whenua Hihiri I Te Mahara - A National Strategic Plan for Science in Society</a>.</li> </ul> </li> </ul>	<p><i>Word Limit:</i> <b>400 Words</b></p>
<p><b>*Science Awareness</b></p>	<p>Tell us the extent to which the project:</p> <ul style="list-style-type: none"> <li>• Promotes and increases the visibility of science in the wider community.</li> <li>• Promotes and increases different research methodologies in the wider community and promotes and increases the visibility of higher education and science career pathways.</li> <li>• Where relevant, reflects Te Ao Māori by demonstrating aspects of Māori centred research, kaupapa Māori research methodologies and enablement of mātauranga methods appropriately and respectfully.</li> <li>• Where relevant, reflects other knowledge systems where appropriate such as Pacific-centred research.</li> </ul>	<p><i>Word Limit:</i> <b>400 Words</b></p>

### Previous Funding

<p><b>Previous Unlocking Curious Minds funding</b></p>	<p>If the proposed project is an extension or expansion of a previously funded Unlocking Curious Minds project, tell us:</p> <ul style="list-style-type: none"> <li>• The name and contract number of the previous project.</li> <li>• How this proposal differs from the previously funded work and provide strong evidence to support how those changes will: <ul style="list-style-type: none"> <li>• provide for new activities.</li> <li>• reach a new target audience(s).</li> </ul> </li> </ul>	<p><i>Word Limit:</i> <b>100 Words</b></p>
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**Project budget**

<b>Co-funding</b>	<p>If you have co-funding from your partners tell us:</p> <ul style="list-style-type: none"> <li>• The name of the co-funding organisation.</li> <li>• The co-funding amount (excluding GST).</li> <li>• Whether the co-funding is cash or in-kind. If your co-funding is provided in-kind, describe how this has been calculated.</li> </ul> <p><b>Cash co-funding</b> is cash received from an organisation that contributes directly to your proposal. This cash:</p> <ul style="list-style-type: none"> <li>• Does not include money you may receive before the start date or after the end date of the project.</li> <li>• Must be essential to the achievement of the work programme and be genuine cash funding for the proposed project.</li> <li>• Is not money from which an income is derived or that can be returned to the co-funder.</li> </ul> <p><b>In-kind co-funding</b> is a non-cash contribution that contributes directly to your proposal. This may include the use of equipment, staff time or access to data.</p> <p>The value of in-kind co-funding should, in most cases, be the actual cost incurred by the co-funder. If necessary, the value may be estimated using either the usual cost of the good or service as advised by the provider or, if the item is not generally traded, your estimate of the out-of-pocket costs sustained by the provider in making the good or service available to you.</p>	<i>Word Limit:</i> <b>200 Words</b>
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<b>*Budget</b>	<p>Using the following table as a guide, provide us with your project’s budget. Show clearly how the requested MBIE funding and any co-funding will be used to cover your project costs.</p> <ul style="list-style-type: none"> <li>• Project costs must be solely and directly related to the project work programme. Capital expenditure for any equipment with an asset life beyond the term of the project is not funded.</li> <li>• It is not a requirement to apply for the full funding amount available.</li> <li>• Your total expenditure must equal the funding income inclusive of co-funding (if applicable).</li> </ul>
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**Sample Budget Table** Use this table to prepare and structure your budget. All values should exclude GST.

Budget Item	Itemised breakdown	Sub Totals (excl. GST)	Project Total
			<b>0.00</b>
Income	Requested Funding	0.00	0.00
	Co-funding <i>(e.g., resource contributions)</i>	0.00	
Expense		0.00	0.00
	Personnel costs	0.00	
	Travel <i>(e.g., Flights and Rental Cars, etc)</i>	0.00	
	Accommodation <i>(including Koha)</i>	0.00	
	Overheads	0.00	
	Materials and Consumables <i>(e.g., Printing, Stationary, Clothing (protective, etc.), Equipment purchases, Equipment hire, etc)</i>	0.00	
	Other expenses <i>(please specify)</i>	0.00	

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	Explain the major items of expenditure (as detailed in the itemised breakdown above).	<i>Word Limit:</i> <b>150 Words</b>
<b>Ethics and health and safety</b>		
<b>Ethics</b>	Human, cultural, and ethical issues  If applicable, describe how you will manage any human and cultural ethical issues that may arise during the project period.	<i>Word Limit:</i> <b>100 Words</b>
	Animal-related ethical issues  If applicable, describe how you will ensure that you manage any animal-related ethical issues that may arise in the conduct of your project.	<i>Word Limit:</i> <b>100 Words</b>
<b>Health and Safety</b>	If applicable, describe how you will ensure that you manage any health and safety issues that may arise during the project period.	<i>Word Limit:</i> <b>100 Words</b>
<b>Conflicts of interest</b>		
<b>Conflicts of Interest</b>	Validate/update the conflicts of interest declared at Registration. This may include possible conflicts with Assessors or a part of MBIE you are engaged with. See page 10 for more details.	
<b>Additional information</b>		
<b>*Other</b>	Tell us how you heard about the Unlocking Curious Minds contestable fund.	

# TE RĒHITA ME TE TUKU TONO I IMS

## REGISTERING AND SUBMITTING PROPOSALS IN IMS

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

STAGE	KEY DATES	A PROPOSAL IS CONSIDERED:
1. Register your intent to apply for funding.	From <b>29 June 2022</b> until <b>12 noon, 2 August 2022</b> or as notified through MBIE Alerts	Registered if it has a status of <b>Registered</b> in IMS
2. Submit a proposal.	From <b>29 June 2022</b> until <b>12 noon, 31 August 2022</b> or as notified through MBIE Alerts	Submitted if it has a status of <b>Submitted to IMS</b> in IMS.

If your proposal is being registered and/or submitted on your behalf by a university or a Crown Research Institute, see your research office for additional submission advice.

For all IMS queries, e-mail [imssupport@mbie.govt.nz](mailto:imssupport@mbie.govt.nz) or call 0800 693 778 (Monday to Friday, 8:30am to 4:30pm)

## TE URUNGA KI IMS **ACCESSING IMS**

### ► Log in to IMS

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 first time users:

If you have not used IMS before, complete and email an [IMS access request form](#) to [imssupport@mbie.govt.nz](mailto: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 **Edit password** tab displays.
3. Type your new password.
4. Retype your new password in the **Confirm new password** field.
5. Click the **Save Changes** button. A **Portal Access Agreement** displays.
6. Read the access agreement and then click the **Accept** button. The IMS **Home** tab displays.

#### For existing users:

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

1. Click the MBIE **IMS Portal link** ([ims.msi.govt.nz/](https://ims.msi.govt.nz/)).
2. Type your username and password.
3. Click the **Login Securely** button. The IMS **Home** tab displays.

## ▶ Logout of IMS

1. Click the **Logout** hyperlink (located top right of every tab).

## USER ACCESS ROLES

What you can do and see in IMS is dependent on your access. There are two user roles.

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

## NAVIGATING IMS

MINISTRY OF BUSINESS, INNOVATION & EMPLOYMENT  
HININGA WHAKATATANGI

Test Person | Logout

Search project list

Home Project List

You are here: Home

Applications menu  
Manage Users

### Hello User

Welcome to IMS (Investment Management System). When you're securely logged in you can:

- Visit the [MBIE](#) or [Callaghan Innovation](#) website to access information on your funding process\*
- Apply for funding
- Manage the end to end process of your application(s)

\* Select the relevant website depending on the fund you are applying for.

Name: **Person**  
E-Mail Address: **username@tra.co.nz**  
Address:

[Edit my account details](#)  
[Change password](#)

Recently viewed: [PRDP-49494-NCSCEED-REVTEST](#)

Privacy Policy  
Copyright 2018, Ministry of Business, Innovation and Employment  
Release number: 6\_202\_20\_4

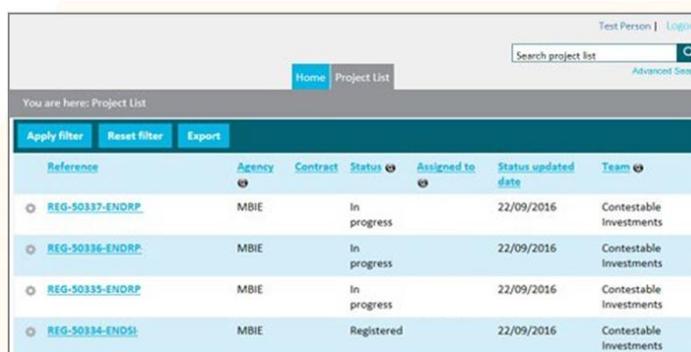
From the IMS **Home** tab you can:

- Manage access for your organisation's personnel.
- Maintain your personal details, including your IMS password.
- Access your Project List (containing the funding applications for your organisation).

## CUSTOMISING YOUR VIEW

The IMS **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*). Note that you only see information to which you have permission.



Reference	Agency	Contract	Status	Assigned to	Status updated date	Team
<a href="#">REG-50337-ENDRP</a>	MBIE		In progress		22/09/2016	Contestable Investments
<a href="#">REG-50336-ENDRP</a>	MBIE		In progress		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		22/09/2016	Contestable Investments

## TE RĒHITA ME TE TUKU TONO REGISTERING AND SUBMITTING PROPOSALS

You can register your intent to apply for funding in the IMS portal between **29 June 2022 and 12 noon, 2 August 2022**.

Registrations made after **12 noon, 2 August 2022** will not be accepted. You must register your project before you can enter and submit your proposal.

You can enter and submit a proposal in IMS between **29 June 2022 and 12 noon, 31 August 2022**.

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

Complete all the required fields. Mandatory fields are marked with an asterisk (\*).

Ensure all sections are completed and meet the requirements as per this Call for Proposals.

### ► To register/submit a proposal in IMS

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



3. On the resulting screen, select **2023 Unlocking Curious Minds** from the **Investment Process** field.
4. Select the appropriate phase; Registration or Proposal.
5. If you are:
  - **Registering**, enter a title for your proposal.
  - **Submitting a proposal**, click the **Reference** button for the relevant Registration.

Home Project List

You are here: Project List

To create a new application, please select an organisation or applicant code, a process and a phase (if applicable), and provide your application with a title.

**Applicant and organisation code**

**Investment Process** 2023 Unlocking Curious Minds Fund

**Phase** Proposal

**Title**

**Create** Cancel

You have 1 Registration for UCMFRNG.

Create Proposal from accepted Concept:

**Reference - Short Title - Phase - Status**

REG-00000-UCMFRNG- - Test 1 - Registration - Registered

This action automatically:

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

6. Click the **Create** button.

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

Home Project List

You are here: Project List > (MBIE)

**Proposal** Project status: In progress

**Manage your application**

- Manage and submit
- Eligibility
- Project details**
  - Project details
  - Project contact people
- Public statement
  - Public statement
- Project summary
  - Project summary
- Project excellence
  - Work programme
  - Project team
  - Partners
- Project impact
  - Target audience
  - Science awareness
- Previous funding
  - Previous Unlocking Curious Minds funding
- Project budget
  - Co-funding
  - Budget
- Ethics and Health & Safety
  - Ethics
  - Health & Safety
- Conflicts of interest
  - Conflicts of interest
- Additional information
  - Other

**Project details**

**Summary information**

Investment area: 2023 Unlocking Curious Minds Fund

Contracting organisation: Courier address

**Funding requested:**

Specify the total amount of funding (excluding GST) you are requesting from MBIE to cover total project costs. The minimum you can apply for is \$50,000 (excluding GST). The maximum amount you can apply for is \$150,000 (excluding GST). Project costs must be solely and directly related to the project work programme (see page 4 of the CFP). Capital expenditure for any equipment with an asset life beyond the term of the project is not funded.

GST excl. amount	GST amount	Total amount
0.00	0.00	0.00

**Title**

Validate/update the project title you entered at Registration. Remember: This should be a meaningful title that clearly identifies the proposed project and reflects the nature of the science and technology involved. Do not include acronyms or abbreviations, and avoid cryptic or humorous "tabloid" style titles.

Word limit: 12 words.

Test 1

**Project start and end dates:**

Tell us the expected start and end dates for your project. The funding period is from February 2023 to 31 December 2023. All projects approved for funding must start on 1 February 2023 and must be completed on or before 31 December 2023. If your proposed project's end date is after 31 December 2023, you will need to request a project end date extension and outline the rationale (see below).

Start date (dd/mm/yyyy) End date (dd/mm/yyyy)

**Project End Date Extension (30 words)**

If applicable, provide a strong rationale for why your project cannot be completed on or before 31 December 2023.

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:

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

You can copy and paste your prepared information directly into the IMS 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 proposal. Image files cannot be uploaded.

You can save, log out, and return to IMS to edit your application before submitting it. Mandatory fields are marked with an asterisk \*.

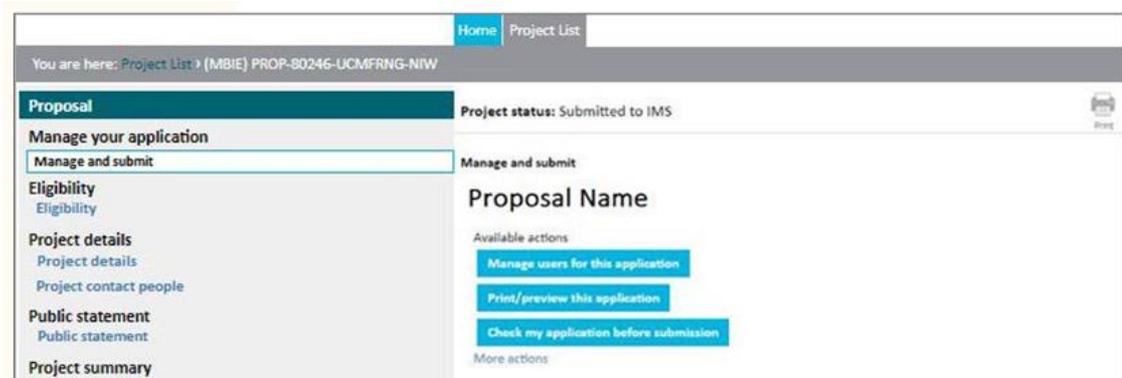
- Fields with a red \* must be completed before you can save and close the current section.
- Fields with a black \* must be completed before you can submit your application. We recommend that you regularly click the **Save** button to save work as you are going.

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

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

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

- 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 coloured error message hyperlinks in the **Proposal validation result** section.
  - A  symbol will display next to the sections in navigation panel that are incomplete or contain errors.
9. 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 .
  10. Once you have corrected all of the errors and/or added all missing information, click the **Print and submit** link then the **Check my application before submission** button again.
  11. On achieving a successful validation:
    - If you are completing a Registration, click the **Register interest** button.
    - If you are submitting a Proposal, click the **Submit to QA** button (*Users*) or the **Submit to IMS** button (*Super Users*).



12. Read and accept the declaration.

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

# E WHAKAHAERE I NGĀ TONO PŪTEA **ADMINISTERING FUNDING APPLICATIONS**

## CHECKING THE PROGRESS OF YOUR APPLICATION

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

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

## CHECKING THE STATUS OF YOUR APPLICATION

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

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

## CHECKING WHEN YOUR APPLICATION IS DUE

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

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

## WITHDRAWING AN APPLICATION

You can withdraw your application at any time **before** it has been submitted. Withdrawn applications cannot be edited or resubmitted. They remain in your organisation's project list with a status of **Not Progressing** and can be viewed and printed.

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

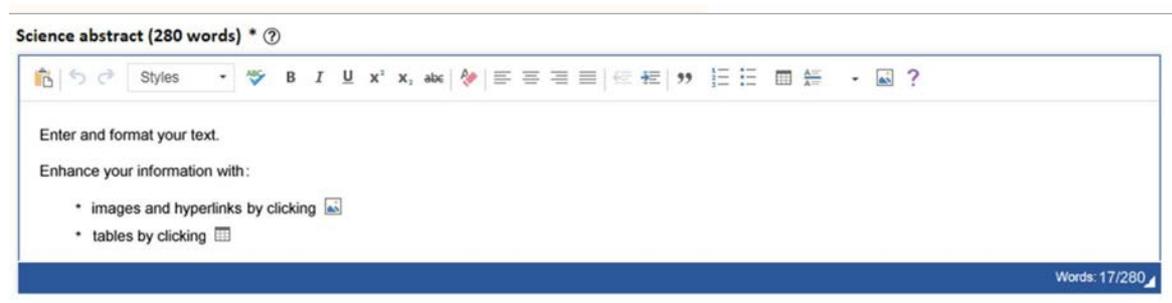
### ► To withdraw an un-submitted application

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

## ĀWHINATANGA IMS **IMS TIPS**

A few common actions and commands you may find useful when using IMS.

### FORMATTING TEXT, AND ADDING IMAGES AND HYPERLINKS



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

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

### UPDATING YOUR DETAILS

#### ► To view and/or update your details

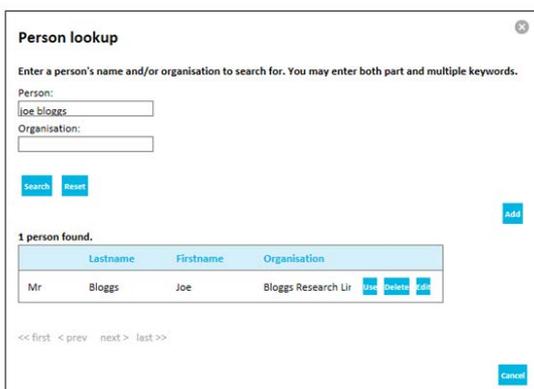
1. Click the Edit my account details button on the Home tab.
2. Update your details as required and click Save.

#### ► To change your password

1. 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.



**Person lookup**

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

Person:

Organisation:

1 person found.

Lastname	Firstname	Organisation	
Mr	Bloggs	Joe	Bloggs Research Lir <input type="button" value="Use"/> <input type="button" value="Delete"/> <input type="button" value="Edit"/>

<< first < prev next > last >>

### ► 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.

### ► 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

# TERMS AND CONDITIONS RELATING TO THIS CALL FOR PROPOSALS

By submitting an application, you are agreeing to these terms and conditions. Neither this Call for Proposals, nor any contract resulting from the invitation process is intended to create a partnership agreement between MBIE and the Applicant.

Registration period **29 June 2022 until 12 noon, 2 August 2022** or as notified through MBIE Alerts.

Proposal submission period **29 June 2022 until 12 noon, 31 August 2022** or as notified through MBIE Alerts

**Registrations and proposals received after their closing dates will not be accepted**

## 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 2020, 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. Disclosure of information**

14.1 MBIE may make public the following information:

- The proposal title
- The name of the applicant (the Contracting organisation)
- The names of all Partner organisations
- The public statement (as provided in the proposal)
- The public statement (as provided in the Progress report and/or Final report)
- The total amount of funding provided
- The contract number (if funded)
- The contract start and end dates (if funded)
- The contract status (if funded)

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.



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**FOR MORE INFORMATION VISIT US  
ONLINE AT [WWW.MBIE.GOVT.NZ](http://WWW.MBIE.GOVT.NZ)**