CATALYST FUND
STRATEGIC

Catalyst: Strategic

Call for Proposals

New Zealand–Singapore Data Science Research Programme
10 February 2020 (Rev.1)

Contents

What is Catalyst: Strategic?

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: Influence, Leaders, Seeding and Strategic.

- *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 Ministry of Business, Innovation, and Employment's Vision Mātauranga policy framework.

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

The Data Science research programme

This section provides you with information on the **investment context, objectives and priorities** for the Data Science research programme.

Investment Context

A whole-of-government New Zealand-Singapore Enhanced Partnership was launched by both Prime Ministers in 2019. This Partnership has several strands across multiple areas of cooperation, one which is science, technology and innovation. In that context, MBIE and the Singapore Data Science Consortium (SDSC) on behalf of the Singapore National Research Foundation are establishing a bilateral Data Science research programme. This investment intends to:

- support and encourage the development and exchange of scientific strengths and capabilities between both countries' research communities
- catalyse benefit from each other's global connections to cutting edge science.

For New Zealand, this new research programme also directly complements the MBIE Strategic Science Investment Fund Data Science Research Programmes. This programmes aims to advance the development of a dynamic and world class data science capability for New Zealand through multidisciplinary, use-inspired data science research programmes that address big challenges for the economy, environment and society.

Investment Objectives

The Investment will contribute to the overarching objective of accelerating the development of Data Science capabilities in both Singapore and New Zealand. This impact will be realised in aggregate, across the projects that will be funded under this Call for Proposals ('the Call').

The investment should (in no particular order):

- lead to the creation of new and world-leading knowledge in Data Science
- advance the development of a dynamic and world class Data Science capability for both countries that addresses major challenges for the economy, environment and society
- support and encourage the development and exchange of scientific strengths and capabilities within each country and to allow each country to benefit from each other's global connections to cutting edge science
- build successful collaboration models that ensure maximum synergy in research and development across teams and countries
- identify mechanisms aimed at transfer of knowledge to a wide range of users across New Zealand.

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
- MBIE's Draft Research, Science and Innovation strategy, which is currently under consultation.

Investment priorities

Each proposed project must centre on a **fundamental technical problem or challenge** and have a **novel technical application** in Data Science. This encompasses:

- **3D spatio-temporal sensing of environment**. We will prioritise projects with an arboreal focus in both rural and urban settings.
- **Health**. We will prioritise projects covering mental health, dementia and aging-related conditions.
- **Natural language processing**. We will prioritise projects centred on vernacular languages, and indigenous knowledge.

Exceptional proposals in other areas of mutual benefit to both Singapore and New Zealand will also be considered.

The investment focus was developed from a joint New Zealand Singapore workshop, which identified potential areas and methods of Data Science collaboration between our two countries. For more information on the workshops and potential investment focus areas, refer to the workshop summaries below:

[3D Spatio-temporal work shop summary](#)

[Health workshop summary](#)

[Natural language processing workshop summary](#)

Further information

Email: Proposal queries (New Zealand): internationalscience@mbie.govt.nz

Proposal queries (Singapore): sdsc@nus.edu.sg

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?

This investment is a **bilateral** initiative funded by the New Zealand and Singapore Governments.

New Zealand and Singapore applicants must **jointly develop a single proposal** that will be submitted through MBIE's Investment Management System (IMS). MBIE and SDSC will jointly assess the proposals to agree on the successful projects and anticipate funding approximately four Data Science research projects.

New Zealand applicants can apply for **up to $3 million** (excluding GST) of funding from MBIE over three years for each proposal. Equivalent Singapore participation will be funded by Singapore, through this single application process.

Who can apply?

This Call is for **joint submissions** that involve at least one New Zealand Science Leader (SL) and one Singapore Principal Investigator (PI).

On the New Zealand side, applications will be open to **both public and private** New Zealand based research organisations (an organisation that has internal capability to carry out research, science or technology, or related activities). However, proposals will be assessed against their public benefits and private organisations should clearly indicate how their proposal will benefit New Zealand in addition to their organisation.

On the Singapore side, applications will be open to Singapore-based **public sector researcher performers**, including the Institutes of Higher Learning (including universities and polytechnics), A*STAR Research Institutes, and non-defence related public sector agencies (eg Ministries and Statutory Boards). The Singapore project team and research activities may include self-funded industry contributions and partnerships.

Proposals which also involve **world class partners from other countries** will be considered, where these demonstrate the potential for increased excellence and impact beyond what is achievable through a New Zealand and Singapore partnership alone.

What can the funding be used for?

New Zealand

The expenses allowed under *Catalyst: Strategic* for successful projects include the following:

Expense	Details
Research activities	• expenses for consumables and other research expenses • expenses for personnel and 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.

Without prior written permission from MBIE, the **following expenses will not be funded**:

- any capital expenditure, including the acquisition of real estate, construction of buildings, and procurement of equipment
- dealing with accidents or disasters during the term of the contract
- expenses for alcoholic beverages (eg at meetings)
- expenses unrelated to the delivery of the contract
- expenses outside any categories listed in the project budget.

Singapore

Eligible expenses for Singapore are subject to regulations administered through SDSC.

Eligibility Criteria

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

- each proposal must be jointly prepared as one application, with at least one New Zealand Science Leader (SL) and one Singapore PI.
- the New Zealand SL must be employed by a New Zealand-based research organisation or New Zealand-based legal entity representing a New Zealand-based research organization. The proposal must not be made by a department of the New Zealand public service as listed in Schedule 1 of the State Sector Act 1988.
- the Singapore science team must be employed by public sector research performers as described on page 6. Proposals must be submitted with the appropriate endorsement by the respective Host Institution (by the Chief Executive Director, Executive Director, the Director of Research or equivalent) to ensure that organisational support is clearly associated with the proposed research plan.
- each proposal must include two separate budgets specifying each country's contributions. Direct research costs and overall resource contributions (including in-kind) on each side should be approximately equivalent.
- all proposals must have comprehensive IP, data management and project risk plans.
- applicants must have submitted a registration via the MBIE Portal.
- proposals must be uploaded before 12 noon (NZ time) on the due date via the MBIE Portal and meet the administrative requirements of MBIE. The New Zealand-based public research performer will submit a joint proposal on behalf of all research team members (including Singapore partners) via the MBIE Portal.
- details listed in the registration must be substantively the same as listed in the proposal.
- applicants must not submit multiple applications to this investment based on the same project, where the only difference is in the duration of the proposed project, the amount of funding sought, or the international collaborators involved. Should the same New Zealand research team decide to submit more than one proposal, they must demonstrate significant differences between those proposals. If a New Zealand research team submits multiple proposals based on the same project, all proposals for that project may be deemed ineligible.

The Investment Process

The application timeline

Early February 2020	IMS Portal opens for registration and proposals. MBIE will announce the opening of the portal through a web alert. **Note**: Registrations are **mandatory** for this process
12 pm noon, 20 February 2020	Closing date for registrations
12 noon, 16 March 2020	Closing date for proposals
April 2020	Assessment of proposals
May/June 2020	Investment funding decisions announced
Approximately June/July 2020	Project contracts expected to begin

Process overview

The investment process consists of four stages:

1. **Registration:** New Zealand and Singapore applicants jointly develop the information required for registration, which the New Zealand applicant submits through MBIE's IMS. Registration is compulsory and includes the submission of a proposal outline to enable MBIE and SDSC to identify suitable assessors. MBIE may contact applicants and request they amend their registration if there are resolvable eligibility issues in a registration.

2. **Proposal:** New Zealand and Singapore applicants collectively develop their full proposal, which the New Zealand applicants submit through IMS. This should be an expansion on the outline provided in the Registration stage and the content must be substantively similar.

3. **Assessment:** MBIE and SDSC will separately identify assessors, who will then collectively review the proposals against the investment assessment criteria, including the Vision Mātauranga policy. Based on the assessor evaluations and portfolio balance, MBIE and SDSC will then make a final decision on the proposals to be funded.

   Following the completion of the assessment process, MBIE and SDSC will notify all applicants of the funding decisions. Individual feedback will be available on request.

4. **Contracting:** MBIE will enter into a *Catalyst: Strategic* contract with successful applicants. MBIE will only enter into a Science Investment Contract with a New Zealand based legal entity. SDSC will enter into a separate contract with the Singapore research team through its usual contracting process.

   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.

Tips for writing a good proposal

Before developing your proposal, you must consider the:

- Eligibility Criteria (page 8)
- 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:

- MBIE and SDSC's objectives for the investment
- the assessment Criteria in the next section.

The following are general tips for a focused, well supported and clear proposal. The assessors can only review 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 all of 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 need to know where and how activity in the proposal fits into the science and innovation landscape, including links or relationships to existing data science 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.

Preparing and submitting your registration and proposal

Submitting your registration and application for this investment is performed in 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 25.

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 specified in this Call. Once submitted, your proposal cannot be amended and 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.

We 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.

Information provided in your full proposal must be consistent with that in your registration. If there are any notable discrepancies between the information provided through the two phases, MBIE and SDSC reserve 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

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.

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

How will your proposal be assessed?

To be assessed, your proposal must meet the eligibility criteria set out on page 8. If it meets these eligibility criteria, it will be assessed against the assessment criteria (detailed on the next page) by independent assessors, who will then provide advice to MBIE and SDSC. Information provided during registration will not be assessed.

Assessment process

1. MBIE and SDSC review the applications to ensure they meet the eligibility criteria and assign eligible proposals to assessors for individual assessment.
2. each proposal is individually evaluated by assessors. Individual assessors' scores and assessment comments are entered into IMS.
3. assessors' scores and comments form a recommendation to MBIE and SDSC as to which proposals merit being funded.
4. based on these assessments, MBIE and SDSC will discuss the proposals and agree on the successful projects.

Assessors

MBIE and SDSC will each identify assessors who will form a joint assessor pool. The role of the assessors is to review and provide advice to MBIE as to what projects are deemed high quality and fundable, and their relative rankings.

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
- knowledge of the national and international data science environment

Conflicts of interest

MBIE will advise applicants of potential assessors before the assessment so you may check for, and advise MBIE of, any direct or indirect conflicts of interest.

If you identify that an assessor has either a direct or an indirect conflict of interest, you must notify MBIE by emailing internationalscience@mbie.govt.nz with the details for further discussion. If necessary, we will reassign assessors to mitigate any conflicts.

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 (eg 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.

Assessment criteria

The criteria listed below are intended to deliver on the investment's outcomes and objectives, and New Zealand's vision that it 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.

These criteria should be read in concert with the objectives for this Call and you are expected to outline how your proposal will deliver against these objectives. Please note that the Call's objectives will be assessed against your entire proposal, and you should not consider them only for the Alignment criterion.

Excellence (40%)

Will the project lead to the creation of new knowledge through high quality research?

Assessors will look for evidence of how the proposal:

- leads to creation of new knowledge, including that relating to Vision Matauranga (VM), which is of the highest calibre and would have national and international scientific impact and recognition
- utilises sound research practices and principles, including a well-designed research plan and a credible approach to risk management
- is ambitious in terms of scientific risk, technical risk, novelty and/or innovative approaches
- is led by world-class science leaders or potential future leaders with the skills and knowledge to deliver the proposed activities
- provides the mix of complementary skills, knowledge and resources to deliver the proposed research, science or technology or related activities and to manage risk

Connections (20%)

Will the project establish an enduring collaboration between New Zealand and Singapore institutions?

Assessors will look for evidence in the proposal of how:

- the proposed partners bring a mix of complementary resources, capabilities and expertise to the proposed project, building a connected and high performing research team
- the research team and its partners have the capabilities and capacity to build and manage a substantive international partnership, to fully realise the international opportunities outlined in the proposal, and to deliver the proposed activities
- the identified project partners are building and sustaining connections with leading international research centres, science leaders, and entrepreneurial talent to strengthen science capability and performance
- connections with and for Māori will be genuine and of value to tangata whenua

Impact (20%)

Will the project deliver benefit aligned to wider economic, social and environmental goals of New Zealand and Singapore?

Assessors will look for how the proposed project plan:

- has benefits, including the incorporation of VM elements, that are of national significance and the analysis which supports the estimates of benefit and uncertainty is excellent. The plan gives full confidence that the work would be implemented as indicated
- identifies research areas that will enable the wider New Zealand and Singapore research communities to contribute to solving national or global problems
- has the potential to support a pipeline of research and knowledge transfer to build long-term capability and enable the development of new ideas and applications

Alignment (20%)

How strongly does the project align with the investment priorities and objectives outlined on pages 4 and 5?

Assessors will look for evidence on:

- how closely the proposed project involves scientific research into a fundamental technical problem or challenge (encompassing 3D spatio-temporal sensing of the environment, Health, and Natural language processing)
- whether the proposal prioritises the preferred research areas of each category:
  - 3D spatio-temporal sensing of environment: projects with an arboreal focus in both rural and urban settings.
  - Health: projects covering mental health, dementia and aging-related conditions.
  - Natural language processing: projects centred on vernacular languages, indigenous knowledge.
- how the proposed project contributes towards achieving MBIE and SDSC's objectives for the investment.

The Alignment criterion is designed to allow assessors to use the scoring system to explicitly indicate the extent to which each proposal contributes to achieving MBIE and SDSC's objectives and priorities for this investment.

A Data Science research proposal that includes limited or no research into the priority research areas would score poorly on the alignment criterion, but may still be recommended for funding by assessors if it scores strongly on the three other criteria (Excellence, Connections, and Impact).

Additional assessment factors

When making investment decisions, MBIE and SDSC will also take the following factors into account, including the extent to which the **overall mix of investments** meaningfully **engages early career researchers** and:

- are likely to achieve the objectives of this investment
- 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 to programmes of research, science, technology or related activities that are the same or similar (whether part of a new proposal, or already funded)
- 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 part of a new proposal, or already funded).

MBIE and SDSC will prefer proposals that include **at least one industry partner**. The company must have been in operation for at least one year in either Singapore or New Zealand since its establishment (based on Business Registration Certificate or the New Zealand Companies Register), with current business interests in either country. Singapore industry partners will not be eligible for funding but are expected to contribute to the project in cash or in kind.

The decision process

MBIE and SDSC will make the final funding decision. MBIE and SDSC will take into account the recommendations made by assessors, and their total investment across existing funding mechanisms to ensure a balanced portfolio across topic areas. Accordingly, MBIE and SDSC 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, ie 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:

- successful proposals MUST demonstrate excellent science.
- MBIE and SDSC may choose not to fund any proposals if applications do not sufficiently address the criteria and/or issues with proposals cannot be rectified to MBIE's satisfaction.
- participation in the investment process does not guarantee funding.

Notifying you of the outcome

When a decision about your proposal has been made, MBIE and SDSC will advise the contact person listed in your proposal by email.

Following notification, MBIE will publish its decisions and may announce these with a press release. The details MBIE or the New Zealand Minister of Research, Science and Innovation 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
- the fact that the project has been funded from *Catalyst: Strategic*.

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 New Zealand contracting process

If MBIE requires 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 immediately following 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.

What information is needed to register?

The questions that you are required to answer in your registration are detailed on the following two pages. There are four sections to complete: *Summary, Eligibility, Abstract and Key Words, 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 Singapore collaborators and agree on the information being submitted, before completing the registration process. The following table summarises the information required.

Please see the technical help section at the end of the CFP for IMS help in adding registration

REGISTRATION TEMPLATE		
INFORMATION REQUIRED This is a guide and is not intended to constrain the information you provide		**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	
Indicative Funding Requested (New Zealand)	Provide the total funding you are requesting. This can be up to $NZ3 million (GST exclusive)	
Project title	Provide a meaningful title that identifies the nature of project.	**15 Words**
Duration of Project	Provide the duration of the project, this must be a minimum of 2 years and a maximum of 3 years	
Start and End dates	Provide approximate start and end dates for your proposal. These do not need to be final.	
Indicative Funding Requested (Singapore)	Provide the total funding you are requesting.	
Research Area	Specify the research area(s) that best describes a major focus of your proposed research: • 3D spatio-temporal sensing of environment • Health • Natural language processing.	
Primary Contact Person (New Zealand)	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.	
Primary Contact Person (Singapore)	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 Singapore Data Science Consortium (SDSC) Officials	

PROJECT TEAM	
Principal Investigators/ Science Leaders	Provide the name, job title, organisation, and department (if applicable) of both the Singapore and the New Zealand Principal Investigators / Science Leaders for your proposal. Please refer to technical help on page 25 for help in adding this information to IMS.

ELIGIBILITY	
New Zealand-based Entity	Confirm that: • you have read the eligibility criteria (refer to page 8) and will develop your proposal to meet these requirements. • the New Zealand PI is employed by a New Zealand-based research organisation, or a New Zealand-based legal entity representing a New Zealand-based research organisation. • you do not represent a department of the Public Service, as listed in Schedule 1 of the State Sector Act 1988. Please note that departments of the public service are ineligible for this Call.
Singapore-based Entity	Confirm that: • you have read the eligibility criteria (refer to page 8) and will develop your proposal to meet these requirements. • the Singapore research team is from a Public Sector research performer.

ABSTRACT AND KEY WORDS		
Abstract	Provide a brief summary of your proposal, including a concise, high-level description of what you plan to achieve during the project. Your summary will be used to identify assessors and any potential conflicts of interest. It must not contain commercially sensitive information.	**100-200 Words**
Keywords	List up to 15 keywords that describe the nature of your proposal. Keywords will help us to align assessors for your proposal.	

OTHER INFORMATION	
Research classifications	Specify up to four for each: • 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.
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.

What information must be in your proposal?

The questions that you are required to answer in your proposal are detailed in the table on the following pages. The areas to consider and suggested content are provided for guidance when developing your proposal and are not an exhaustive list of information you might want to provide.

There are eight sections to complete; *Summary, Eligibility, Proposal, Case for Support, Key Performance Indicators, Budget, Team,* and *Other information.* We recommend you familiarise yourself with the IMS Portal well before the deadline for submitting your proposal.

Note: Details entered 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 and SDSC reserve the right to deem such applications ineligible.

New Zealand research teams must consult with their Singaporean 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.	
Funding Requested (New Zealand)	Funding available is up to a total of $3 million over 3 years. This will be automatically populated when the 'Funding per year (New Zealand)' section has been completed. PLEASE NOTE: This shows the funding requested in relation to the contribution from the New Zealand Government for this application	
Project title	Provide a meaningful title that identifies the nature of your proposal.	
Duration of Project	Provide the duration of the project, this must be a minimum of 2 years and a maximum of 3 years	
Start and End date	Provide the proposed start date of your project. Contracts are expected to begin in June/July 2020. Provide the proposed end date of your project. This can be a maximum of three years after proposal begins.	
Funding Requested (Singapore)	Provide the funding you are requesting.	

Research Area	Specify the research area(s) that best describes a major focus of your proposed research: • 3D spatio-temporal sensing of environment • Health • Natural language processing.	
Primary Contact Person (New Zealand)	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.	
Primary Contact Person (Singapore)	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 SDSC Officials	
ELIGIBILITY		
Eligibility Confirmation	Confirm that you satisfy all the eligibility criteria as stated on page 8.	
Changes to Registration Details	Indicate if there are any substantive differences between the eligibility information contained in your registration and proposal. If you answer Yes, please briefly explain why.	**100 Words**
PROPOSAL		
Executive Summary	Summarise the overall objective of your proposal and how you will achieve it, including: • why your research is needed (the issue or problem you are addressing) • what you are aiming to achieve • what you propose to do • a high level description of how the New Zealand and Singaporean teams will work together to achieve it • 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 to the assessors, MBIE and SDSC Do not include references, hyperlinks, images, video, or audio files.	**800 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.	**400 Words**

Research Plan	Explain and briefly outline: • 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 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. **Note:** You will be required to upload more comprehensive IP, data and risk management plans at the end of this application.	**400 Words**
Partner Contributions	If applicable, list the additional organisations you are collaborating with. Specify the organisation(s) you are collaborating with, their country of origin and their contribution to your research. This should include an indication of full-time equivalent (FTE) effort, key researchers or other resources identified to be contributed (such as co-funding or access to specialised equipment).	**300 Words**
Vision Mātauranga	Vision Mātauranga is a core element of the New Zealand Government science policy. Provide a high-level summary of how your proposal will give effect to this policy in a practical and meaningful way for Māori. **Note: You should consider how Vision Mātauranga is being met in all your responses, and not just this section**	**400 Words**

CASE FOR SUPPORT	

Excellence *Key Question:* Will the project lead to the creation of new knowledge through high quality research?	**1,000 Words**
Connections *Key Question:* Will the project establish an enduring collaboration between and within New Zealand and Singaporean collaborating institutions?	**500 Words**
Impact *Key Question:* Will the project deliver knowledge aligned to wider economic, social and environmental goals of New Zealand and Singapore?	**500 Words**
Alignment *Key Question:* How strongly does the project align with the objectives and priorities for this investment?	**500 Words**

KEY PERFORMANCE INDICATORS

Key Performance Indicators (New Zealand)	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	DATE
e.g. Delivery of the Objective	*e.g. No. technologies developed through the Partnership*	*2 to x stage*	*30 June 2021*
		4 to x stage	*30 June 2022*

Milestones and Key Performance Indicators (Singapore)	Singapore-based researchers and industry collaborators should elaborate in detail the proposed project milestones and proposed capabilities indicators using the joint excel template

Please use the following format for attachment file names:

NZ-SG2020 [Last Name of New Zealand PI]_[Last Name of Singapore PI_Budget Milestones KPIs

For example: NZ-SG2020_Smith_Tan_ Budget Milestones KPIs

BUDGET

Funding per year (New Zealand)	Indicate how the total New Zealand funding you requested will be divided between each year of the project.

This section enables you to use the budget table in the 'Breakdown of expenses' section in IMS.

Breakdown of expenses (New Zealand)	For each year of the project, provide a budget for the project using the following headings:

- personnel cost
- travel
- overheads
- consumables
- other

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. Any sub-contracting should be identified.

Budget (Singapore)	The Singapore research team should elaborate their budget request in detail using the excel template.

Other Funding Support (Singapore)	For Singapore applicants, provide the details for **ALL** currently held or applied for national grants. This includes all grants held or applied for by the Singapore-based PI and/or Co-I(s), complete or in progress over the **last three years** preceding this application. National grants include those administered by A*STAR, NMRC, NRF, MOE, or other public funding agencies and foundations.

Grant ID/Project number
Grant title
Funding agency
Status
Title of research
Total amount awarded/applied for (SG$)
Brief description of project
Years of Support
Expiry date of grant (dd/mm/yyyy)
Role assumed in this project
Funding awarded to
Status (ongoing/completed)

TEAM

Project Team	Using the following table as a guide, detail the key personnel that will be involved <u>in each year</u> of funding, and provide Full Time Equivalents (FTEs) and supporting CVs. You must include at least two team members for each role indicated by the * symbol (one from each country's research team).

Sample Team Table

Role	Full Name	CV	FTE	Email address	Invited to register for and/or enter ORCID iDs	[1]Invited to register and enter Diversity data
*Contract Manager	Mandatory	No	Not Applicable	Mandatory	Not Required	Not Required
*Principal Investigator/ 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	Optional	No	Mandatory	Not Required	Not Required	Not Required
Student	Optional	No	Mandatory	Not Required	Not Required	Not Required
Other	Optional	No	Mandatory	Not Required	Not Required	Not Required

* Key Individual refers to a essential contributor who is not involved in direct research activities

- The time commitment for each team member is entered as FTEs. For example, 1.00 FTE is the hours worked by an employee on a full-time basis. A half-time employee is entered as 0.50 FTE.
- 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.

OTHER NFORMATION	
Research classifications	ANZSRC codes will auto-populate from your registration. Select up to FOUR from each of the **Field of Research (FOR) and Socio-Economic Objectives (SEO)** categories.
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.
Intellectual Property Management Plan	Outline how will you identify, protect and share any intellectual property generated by the project in accordance with the investment goals and to ensure maximum benefit to New Zealand. This includes management of IP between collaborators.
	If the success of your project is dependent on access to existing intellectual property, outline the agreements you have in place to use it
	How the project will employ an open science model.
Data Management Plan	Outline your data management plan. You will also need to confirm access to any data required for the project.
Risk Management Plan	Outline your risk management plan, including:
	• technology
	• key personnel
	• identification of duplication of research- internationally and domestically.
	Please include any other risks associated to your project. You may refer to other sections of the project if and where relevant.
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 your proposal includes research on organisms that could be regarded as taonga, please describe whether any approvals are needed to conduct the proposed work and whether these have been sought or obtained.
	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.
Endorsement	Please upload the following using the joint endorsement form for both Singapore and New Zealand: New Zealand- Singapore endorsement form E-signatures are acceptable.
	• endorsement from Principal Investigators/ Science Leaders and Industry Collaborators
	• endorsement from the respective Singapore Host institution (by the Chief Executive Director, Executive Director, the Director of Research or equivalent) using the endorsement form.

Submitting your Registration and 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.   Register your intent to apply for funding – by 20 February 2020
2.   Submit your Proposal – by 16 March 2020

Accessing MBIE's IMS Portal

You will need access to IMS to complete your application. Access the IMS portal using either Chrome or Firefox (IMS is not compatible with Internet Explorer).

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

For first time users:
If you have not used the IMS portal before, complete and email an IMS access request form IMS access request form to imssupport@mbie.govt.nz. On acceptance, you will receive a Username and temporary password.
1. Click the **IMS URL** link in your Welcome email.
2. Type your Username and temporary password **(as detailed in your registration email)**. The IMS portal's **Edit password** screen displays.
3. Type your new password.
4. Retype your new password in the **Confirm new password** field.
5. Click the **Save Changes** button. A **Portal Access Agreement** displays.
6. Read the access agreement and then click the **Accept** button. The IMS portal's **Home** screen displays.

For existing users:
For returning applicants: log in using your existing username and password. If you've forgotten this, use the **I've forgotten my password** option on the IMS login page.
1. Copy the MBIE IMS link to a Chrome or Firefox browser:
(https://ims.msi.govt.nz/myfrst/) .
2. Type your Username and Password.
3. Click the **Login Securely** button. The IMS portal's **Home** screen displays.

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

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.

To complete a registration / proposal

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).

On the resulting screen, select **2020 Catalyst Strategic Investment: New Zealand-Singapore Data Science** from the **Investment Process** field.

3. Select the appropriate phase; **Registration** or **Proposal**. A Registration must be completed before a Proposal can be started.
4. If you are:
    *   **registering**, enter a title for your proposal.
    *   **submitting a proposal**, click the **Reference** button for the relevant Registration.

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

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

    Complete the required fields in each page, listed in the menu to the left. We recommend that you familiarise yourself with the portal well before the deadline. When each section is complete, click the **Save & next section** button to move to the next section. Please refer to pages 17-24 for information about how to complete the fields.

    Develop in Word and copy and paste wording to IMS. Adhere to word limits. Excel, Word and unsecured PDFs can be uploaded to the portal. We will not be able to access or print your proposal if you load a secured PDF.

Note: Information provided through the registration must be consistent with that to be contained in the proposal. If there are any notable discrepancies between the information provided through the two phases, MBIE reserves the right to deem such applications ineligible.

6.   **Milestone**' page:

   a.   Click "add a milestone". You only need to add one milestone.
   b.   When on the new page, enter **New Zealand-Singapore Data Science** as your milestone title.
   c.   No further text is required. This page enables you to use the Budget section.

7.   **Project Team** page**:**
   Complete the following steps. Science leader is the only role required for registrations. Please add at least one science leader for both New Zealand and Singapore. The full project team is added at Proposal.

   a.   Click the "Add person" button, select role.

   If the project team member is already in IMS with an email address:

   b.   Type name in, and select the person from the drop down list.
   c.   Click "Add person to team".

   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.   When e-mail address appears in blue with the words "(new person)", select this.
   c.   Click the "Invite person to join team" button
   d.   Under "Pending invitations" click the "Add" button.
   e.   Enter the first and last name of the new person, and click the "create" button.

   To edit details of project team; add CVs, invite to Orcid; and /or add FTE: (required for some roles at proposal phase):
   a.   Click on name of project team member.
   b.   Upload CV, add FTE, and/or invite for Orcid registration.
   c.   To edit other details, click the "person's details" link beside their role.

   Click the **COPY** button, if your project has more than one project year, to copy all details into each year of the project

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

Proposal

Manage this application
- ✓ Print and manage

Summary
- ✓ Summary
- ✓ Contact Person Details

Eligibility
- ✓ Eligibility

Proposal
- ✓ Proposal Summary

Excellence and Impact
- ✓ Excellence and Impact

Key Performance Indicators
- ✓ Key Performance Indicators

Budget
- ✓ Work Programme
- ✓ Funding requested
- ✓ Budget

Team
- ◐ Key Researchers and Individuals

Other Information
- ✓ ANZSRC
- ✓ Conflicts of Interest

Project status: In progress

Print and manage

Proposal validation result: Unsuccessful

Please correct the errors below.

Team

Key Researchers and Individuals

The application requires at least 1 Contract manager
The application requires at least 1 Key individual
The application requires at least 1 Key researcher
The application requires at least 1 Science leader
You must have at least one FTE for project year 1
You must have at least one FTE for project year 2
You must have at least one FTE for project year 3

[Back]

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 **Submit proposal** section then the **Check my application before submission** button again.

13.   On achieving a successful validation, click the **Register Interest** button (for Registrations) and **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: 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 four** ANZSRC codes must be specified.

Further Information

Email: Proposal queries (New Zealand):internationalscience@mbie.govt.nz
Proposal queries (Singapore): sdsc@nus.edu.sg
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 10 February 2020