# About this Worksheet…

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| **Applications for funding from Te Pūnaha Hihiko: Vision Mātauranga Capability Fund must be entered and submitted in our Investment Management System (IMS) – a secure online portal. Use this worksheet only to help gather and draft the information for your funding application.**  When ready, transfer the information into IMS – the system will guide you on how to do this. Note that formatting may be lost in this process. You can use the formatting toolbars in IMS to finalise and format your information.  Ensure you leave enough time for you to enter, format and check this information in IMS before the submission deadline. Applications must be completed and submitted to MBIE on or before **12 noon, 11 November 2020**. |

Before developing your application, we encourage you to consider the eligibility criteria, the assessment criteria, and the terms and conditions relating to this funding opportunity. See the Call for Proposals for more information.

Other helpful documents include:

* Te Pūnaha Hihiko: Vision Mātauranga Capability Fund Investment Plan: the Government’s strategy for investment from the Fund.
* The Vision Mātauranga policy: the Government’s policy framework that aims to unlock the innovation potential of Māori knowledge, resources and people to assist   
  New Zealanders to create a better future.
* Our other “How to Guides”.

Access these documents and more on our [Te Pūnaha Hihiko: Vision Mātauranga Capability Fund webpage](https://www.mbie.govt.nz/info-services/science-innovation/funding-info-opportunities/investment-funds/vmcf)s.

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| **Tips when transferring your draft information into IMS** | | | |
| * As you enter your information into IMS, we recommend that you regularly click the Save button to save work as you are going. * You can save, log out, and return to IMS to edit your application before submitting it. | * Symbols alongside each section in the navigation panel allow you to easily check the completeness of your submission. | The symbol… | Indicates the IMS section… |
|  | has not been started. |
| x | is in progress. |
|  | contains invalid or incomplete fields. |
| **✓** | complete and valid. |
|  |  |

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| Application Form  Sections and Fields  *All mandatory fields are marked with an asterisk (\*).* |  | [Section 1: Summary 3](#_Toc50471165)  [\*Full title 3](#_Toc50471166)  [\*Number of years funding requested 3](#_Toc50471167)  [\*End date 3](#_Toc50471168)  [\*Primary Contact 3](#_Toc50471169)  [\*Secondary Contact 3](#_Toc50471170)  [\*Partner organisation(s) 3](#_Toc50471171)  [\*Contracting organisation information 3](#_Toc50471172)  [\*Iwi affiliation 4](#_Toc50471173)  [Section 2: Eligibility 5](#_Toc50471174)  [\*Single legal entity 5](#_Toc50471175)  [\*Research organisation 5](#_Toc50471176)  [\*Māori organisation 5](#_Toc50471177)  [\*Investment scheme 5](#_Toc50471178)  [\*Vision Mātauranga themes 5](#_Toc50471179)  [\*Government agency funding 6](#_Toc50471180)  [\*Full time student 6](#_Toc50471181)  [\*Activity location 6](#_Toc50471182)  [\*Proposal co-development 6](#_Toc50471183)  [Section 3: Past Proposals 7](#_Toc50471184)  [\*Past Te Pūnaha Hihiko: Vision Mātauranga Capability Fund proposals 7](#_Toc50471185)  [Section 4: Proposal 8](#_Toc50471186)  [\*Public statement 8](#_Toc50471187)  [\*Executive summary 8](#_Toc50471188)  [\*Post – contract outcomes 8](#_Toc50471189)  [\*Placement Scheme mentoring arrangements 9](#_Toc50471190)  [\*Assessment criteria 9](#_Toc50471191)  [\*Work programme 12](#_Toc50471192)  [Section 5: Teams 13](#_Toc50471193)  [\*Project team 13](#_Toc50471194)  [Section 6: Budget 14](#_Toc50471195)  [\*Funding requested 14](#_Toc50471196)  [\*Co-funding 14](#_Toc50471197)  [Subcontracting 15](#_Toc50471198)  [\*Budget 15](#_Toc50471199)  [Section 7: Other Information 17](#_Toc50471200)  [Intellectual property management plan 17](#_Toc50471201)  [\*Profiling 17](#_Toc50471202)  [\*Conflicts of interest 17](#_Toc50471203)  [\*Special ethical and regulatory requirements 17](#_Toc50471204) |

| Section 1: Summary | | |
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| ***Application fields*** *An asterisk (\*) indicates mandatory information.* | ***Content guide*** *Note that this guidance is not intended to constrain the information you provide.* | ***Your Response*** *To help form your funding proposal, draft your responses here.  When ready, transfer your draft information directly into your funding application into the appropriate fields in IMS. Note that formatting may be lost in this process. You can use the formatting toolbars in IMS to finalise and format your information. You can start to enter your funding applications into IMS from 9 September 2020. Applications must be completed and submitted to MBIE on or before* ***12 noon, 11 November 2020****.* |
| \*Full title | *Provide a descriptive name for your proposal.* |  |
| \*Number of years funding requested | *Specify the number of years you are requesting funding (either 1 or 2 years).* |  |
| \*End date | *Specify the end date for the work programme.*  *Work programmes must start on 1 June 2021 and can run for up to 2 years.* |  |
| \*Primary Contact | *Provide the name, email address and telephone number of your primary contact person. This contact must have the authority to discuss your proposal with us.* |  |
| \*Secondary Contact | *Provide a name, email address and telephone number of a second contact person. This secondary contact must differ from the primary.* |  |
| \*Partner organisation(s) | *Provide the full name of your Partner organisation(s), and the category and research location for each Partner.*   * *A Partner organisation may be a Research organisation, or a Māori organisation, or an individual researcher.* * *You may have more than one Partner organisation in your proposal.*   *If the Contracting organisation is a Research organisation, the Partner organisation(s) must include a Māori organisation (and vice versa).* | *Extend the work table as needed if more than one partner…*   |  |  |  | | --- | --- | --- | | **Partner Organisation** | *Note the organisation’s Category…* | *Note their research location…* | | *Record full name…* | *You can select this from a list in IMS….* | *You can select this from a list in IMS….* | |  |  |  | |
| \*Contracting organisation information | *Specify the category that best describes your organisation and also the location of your organisation.* | |  |  | | --- | --- | | *Contracting Organisation Category…* | *Organisation location…* | | *You can select this from a list in IMS….* | *You can select this from a list in IMS….* | |
| \*Iwi affiliation | *Tell us the name of the iwi represented in your funding application.* | |  | | --- | | *In IMS, select your iwi/affiliation from the provided list. Use the help text to guide your selection.* | |

| Section 2: Eligibility | | |
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| ***Application fields*** *An asterisk (\*) indicates mandatory information.* | ***Content guide*** *Note that this guidance is not intended to constrain the information you provide.* | ***Your Response*** *To help form your funding proposal, draft your responses here.  When ready, transfer your draft information directly into your funding application into the appropriate fields in IMS. Note that formatting may be lost in this process. You can use the formatting toolbars in IMS to finalise and format your information. You can start to enter your funding applications into IMS from 9 September 2020. Applications must be completed and submitted to MBIE on or before* ***12 noon, 11 November 2020****.* |
| \*Single legal entity | *Confirm that the Contracting organisation is a single legal entity able to receive and administer funds from us.* | |  | | --- | | *Either Yes or No…* | |
| \*Research organisation | *Tell us the name of which organisation(s) or individual(s) have internal research capability.*  *Your research organisation does not need to be a Crown Research Institute.*  *The research organisation or individual researcher must be either the Contracting organisation or Partner organisation(s). It cannot be a subcontractor.* | |  | | --- | | *Only organisation titles or individual(s) names are required …* | |
| \*Māori organisation | *Tell us which organisation(s) identify as a Māori organisation for eligibility. This organisation must be either the Contracting organisation or the Partner organisation(s).* | |  | | --- | | *Only organisation titles are required…* | |
| \*Investment scheme | *Tell us which scheme you are applying to: either the Placement or Connect Scheme (not both).* | |  | | --- | | *Either Placement Scheme or Connect Scheme…* | |
| \*Vision Mātauranga themes | *Identify the Vision Mātauranga theme(s) that your proposal addresses:*   * *Indigenous Innovation: Contributing to economic growth through distinctive research and development* * *Taiao: Achieving environmental sustainability through iwi and hapū relationships with land and sea* * *Hauora/Oranga: Improving health and social well being* * *Mātauranga: Exploring indigenous knowledge and science and innovation* | |  | | --- | | *If your proposal addresses the hauora/oranga theme, it must also address one or more of the other themes.* | |
| \*Government agency funding | *Funding must not be for activities for the same purpose already funded by any government agency.* | |  | | --- | | *Either Yes or No…  By selecting "No" you confirm that your proposed work programme does not contain or overlap with activities already funded by a government agency or currently awaiting a funding decision from another government agency (including the National Science Challenges).* | |
| \*Full time student | *Proposals including full time tertiary or school students, or including work programmes that are targeted towards school students, are ineligible for funding.*  *Does your proposal include full time tertiary or school students?* | |  | | --- | | *Either Yes or No…* | |
| \*Activity location | *Will the majority of the activities be undertaken in New Zealand?* | |  | | --- | | *Either Yes or No…  If No, provide the reasons why the activities need to occur outside of New Zealand.* | |
| \*Proposal  co-development | *Confirm that your proposal has been co-developed with the Partner organisation(s). You will need to include a letter stating that the work programme has been co-developed by both parties and has been signed by both the Contracting organisation and the Partner organisation(s).* | |  | | --- | | *Either Yes or No…  Do you have your attestation letter? You will need to upload this in IMS.* | |

| Section 3: Past Proposals | | |
| --- | --- | --- |
| ***Application fields*** *An asterisk (\*) indicates mandatory information.* | ***Content guide*** *Note that this guidance is not intended to constrain the information you provide.* | ***Your Response*** *To help form your funding proposal, draft your responses here.  When ready, transfer your draft information directly into your funding application into the appropriate fields in IMS. Note that formatting may be lost in this process. You can use the formatting toolbars in IMS to finalise and format your information. You can start to enter your funding applications into IMS from 9 September 2020. Applications must be completed and submitted to MBIE on or before* ***12 noon, 11 November 2020****.* |
| \*Past Te Pūnaha Hihiko: Vision Mātauranga Capability Fund proposals | Tell us if either the Contracting organisation or Partner organisation(s) has been successful in any previous Te Pūnaha Hihiko: Vision Mātauranga Capability Fund investment rounds. If no previous funding has been received, state “Not Applicable”.  If "Yes", what is the total number of successful Vision Mātauranga Capability Fund proposals from your combined organisations? | |  | | --- | | *Either Yes or Not applicable…* |  |  | | --- | | *If Yes, list number of proposals* | |
| For each successful proposal tell us:   * *the* *project ID* * *the relevance of the previous project to the current proposal.* * *Te Pūnaha Hihiko: Vision Mātauranga Capability Fund funding round (year)* * *the focus of the project and its outcome*   If the total number of successful applications from your combined organisation is greater than five, only include information for the five **most relevant**proposals. | *Extend the work table as needed…*   |  |  |  |  | | --- | --- | --- | --- | | **Project ID** | **Relevance of project to the current proposal** | **Funding round (year)** | **Focus of the project and its outcome**  *Note your word limit: A maximum of 300 words. This limit includes words in a table, references and citations.* | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |

| Section 4: Proposal | | |
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| ***Application fields*** *An asterisk (\*) indicates mandatory information.* | ***Content guide*** *Note that this guidance is not intended to constrain the information you provide.* | ***Your Response*** *To help form your funding proposal, draft your responses here.  When ready, transfer your draft information directly into your funding application into the appropriate fields in IMS. Note that formatting may be lost in this process. You can use the formatting toolbars in IMS to finalise and format your information. You can start to enter your funding applications into IMS from 9 September 2020. Applications must be completed and submitted to MBIE on or before* ***12 noon, 11 November 2020****.* |
| \*Public statement | *Tell us the story of your research in language understandable to the general public. Briefly explain why your research is needed, how you will achieve your objectives, what benefits you expect your research to deliver and who the key beneficiaries of the research are.*  *You may include publishable contact details.*  *If your proposal is funded, your Public Statement will be published on our website and may be used in the public arena by us. By providing this statement you agree to its public release.* | |  | | --- | | *Note your word limit: A maximum of 300 words. This limit includes words in a table. Do not include confidential information, references, hyperlinks, images, video, or audio files.* | |
| \*Executive summary | *Summarise the overall objective of your research proposal and how you will achieve it, including:*   * *why your research is needed (the issue or problem you are addressing)* * *what you propose to do (your hypothesis and scientific approach)* * *what results, impacts or outcomes you expect, how they will be achieved, and who will use or benefit from them.*   *The Executive Summary is your opportunity to introduce Assessors and us at MBIE to your research, the potential impact(s) of that research and your methodology.* | |  | | --- | | *Note your word limit: A maximum of 600 words. This limit includes words in a table. Do not include references, hyperlinks, images, video, or audio files. 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.* | |
| \*Post – contract outcomes | *Describe the expected long-term benefits of the work programme, and how these relate to your organisation* ***one year after the programme’s end date.*** | |  | | --- | | *Note your word limit: A maximum of 100 words. This limit includes words in a table, references and citations. Do not include images in your response.* | |
| *Describe the expected long-term benefits of the work programme, and how these relate to your organisation* ***two years after the programme’s end date***. | |  | | --- | | *Note your word limit: A maximum of 100 words. This limit includes words in a table, references and citations. Do not include images in your response.* | |
| *Describe the expected long-term benefits of the work programme, and how these relate to your organisation* ***five years after the programme’s end date***. | |  | | --- | | *Note your word limit: A maximum of 100 words. This limit includes words in a table, references and citations. Do not include images in your response.* | |
| \*Placement Scheme mentoring arrangements | *Applicable to Placement Scheme proposals only.*  *Describe the mentoring arrangements that will be used to support the individual(s) delivering your work programme as part of the placement.* | |  | | --- | | *Note your word limit: A maximum of 300 words.* | |
| \*Assessment criteria | |  | | --- | | **\*Development of people, relationships and skills**  ***Key Question:*** *To what extent are longer-term skills, capability, networks, relationships and research opportunities likely to emerge and be sustained from the proposed work programme?* |   *Provide relevant information that responds to the following questions:*   * *Will your proposal go beyond ‘business as usual’ for the organisations involved?* * *Will your proposal lead to the formation of capability, networks and relationships, for example the formation of a* ***new*** *partnership between a Māori organisation and a Research organisation?* * *To what extent will your work programme substantially develop capability and skill of the individuals involved?* * *Will this new partnership lead to long-term collaboration and benefits beyond the term of your proposed work programme?* | |  | | --- | | *Note your word limit: A maximum of 300 words. This limit includes words in a table, references and citations. Do not include images in your response.* | |
| |  | | --- | | **\* Ability to deliver**  ***Key Question:*** *What is the likelihood that the proposed outputs of the work programme will be achieved?* |   *Provide relevant information that responds to the following questions:*   * *Does the team have the appropriate mandate to conduct this work?* * *Are all involved parties appropriately resourced and supported?* * *Will your plan for carrying out the proposed work programme achieve the intended outcomes and capability development?* * *How does the calibre, experience, and skills of the team relate to the subject area(s) proposed for the work programme?* * *Is the work programme appropriately resourced, including management, mentoring and support arrangements?* * *Have challenges to delivery been identified and mitigated?* | |  | | --- | | *Note your word limit: A maximum of 300 words. This limit includes words in a table, references and citations. Do not include images in your response.* | |
| |  | | --- | | **\*Vision Mātauranga outcomes**  ***Key Question:*** *To what extent does the proposal support the Vision Mātauranga policy and support unlocking the science and innovation potential of Māori knowledge, resources and people for the benefit of New Zealand?* |   *Provide relevant information that responds to the following questions:*   * *Do the expected benefits align with the aspirations of the Māori organisation?* * *Will the capability and leadership of Māori researchers be developed?* * *Will the project outcomes be disseminated to participating or wider Māori groups?* * *How does your proposal address the Vision Mātauranga theme(s) selected?* * *Will your proposal integrate science and technology and mātauranga Māori?* * *Will your proposal result in ‘distinctive’ or ‘innovative’ deliverables?* | |  | | --- | | *Note your word limit: A maximum of 300 words. This limit includes words in a table, references and citations. Do not include images in your response.* | |
| |  | | --- | | **\**Benefits to research, science and technology***  ***Key Question:*** *How will the increased capability, capacity, skills and networks benefit the Research, Science and Technology (RS&T) sector, and achieve the objectives and outcomes of the Vision Mātauranga policy?* |   *Provide relevant information that responds to the following questions:*   * *Will your proposal increase skills, capacity, capability, and networks between Māori and the science and innovation system?* * *Will your project increase understanding of how RS&T can contribute to the aspirations of Māori organisations?* * *Will your project generate future RS&T relevant to the Vision Mātauranga policy?* | |  | | --- | | *Note your word limit: A maximum of 300 words. This limit includes words in a table, references and citations. Do not include images in your response.* | |
| \*Work programme | *The work programme sets out the proposed work to be carried out over the term of the project. It will show how well you have planned your project and is used by us to monitor achievement of your project deliverables during the assessment of your mid-term and final reports.*  *Comprising an Impact Statement, Research Aims and Critical Steps, your work programme should reflect the key elements and stages of the project, their sequencing and timing.*   * *The Impact Statement is a description of the high-level impacts or outcomes the work programme.* ***Your work programme must have one Impact Statement.*** * *Research Aims are measurable objectives.* ***Your Impact Statement must have at least one Research Aim.*** * *Critical Steps are key steps, stages or milestones required to achieve the Research Aim and ultimately the Impact Statement. Critical Steps must be measurable, defined events, not levels of progress. They should have delivery dates throughout the term of the project rather than all being delivered on the end date.* ***Each Research Aim must have at least one Critical Step.*** | |  |  |  |  | | --- | --- | --- | --- | | **Impact Statement** | | | | | *Descriptive title* |  | | | | *Detailed description* |  | | | | *Start date* | *This date should match with the start date of the contract* | | | | *End date* | *This date should match with the end of the contract* | | | | **Research Aim 1** | *Descriptive title* |  | | |  | *Detailed description* |  | | |  | *Start Date* | *This date should align with the earliest start date of the Research Aim’s Critical Step(s).* | | |  | *End Date* | *This date should align with the latest end date of the Research Aim’s Critical Step(s).* | | |  | **Critical Step 1.1** | *Descriptive title* |  | |  |  | *Detailed description* |  | |  |  | *Start Date* |  | |  |  | *End Date* |  |   *Extend the above work table to add more research aims and critical steps as needed* |

| Section 5: Teams | | |
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| ***Application fields*** *An asterisk (\*) indicates mandatory information.* | ***Content guide*** *Note that this guidance is not intended to constrain the information you provide.* | ***Your Response*** *To help form your funding proposal, draft your responses here.  When ready, transfer your draft information directly into your funding application into the appropriate fields in IMS. Note that formatting may be lost in this process. You can use the formatting toolbars in IMS to finalise and format your information. You can start to enter your funding applications into IMS from 9 September 2020. Applications must be completed and submitted to MBIE on or before* ***12 noon, 11 November 2020****.* |
| \*Project team | *Detail the key personnel that will be involved in each year of funding, and provide Full Time Equivalents (FTEs) and supporting CVs.*   * *We will not fund salaries of individuals employed by local or central government, but may fund other costs associated with their involvement.* * *The time commitment for each team member is entered as FTEs. For example, 1 FTE is the hours worked by an employee on a full-time basis.* * *If the total FTE of the contract is less than 0.5, provide information about how the work programme will be achieved.* * *CVs do not have to comply with the standard New Zealand Research, Science and Innovation (RS&I) CV template.* * *For team members where a CV does not accurately capture their status or knowledge appropriately, such as kaumātua or other mātauranga holders, provide instead a summary of their expertise and relevant previous experience.* * *As part of our diversity policy, some roles will be invited to register separately in the IMS Portal and enter their diversity data as part of their profile.* | |  | | --- | | ***Key researcher:*** *a key science & technology expert involved in the project* ***Key individual:*** *an individual with a significant role in the project* ***Placement:*** *an individual who will be placed either in full or in part into a partner organisation* ***Other:*** *a significant role that does not fit the above categories* |   *Copy and paste lines to add more members, or delete roles that you don’t need. Use our “Adding Team Members in the Team Section in IMS” how to guide to help you fill out the project team section in IMS.*   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Funding Year 1** | | | | | | **Role** | *Record full names* | *Record FTE* | *Record email addresses* | *Need a CV?* | | **\*Key researcher** |  |  |  | *Yes* | | **Key individual** |  |  |  | *Yes* | | **\*Placement** |  |  |  | *Yes* | | **Other** |  |  |  | *No* |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Funding Year 2** *(if applicable)* | | | | | | **Role** | *Record full names* | *Record FTE* | *Record email addresses* | *Need a CV?* | | **\*Key researcher** |  |  |  | *Yes* | | **Key individual** |  |  |  | *Yes* | | **\*Placement** |  |  |  | *Yes* | | **Other** |  |  |  | *No* | |

| Section 6: Budget | | |
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| ***Application fields*** *An asterisk (\*) indicates mandatory information.* | ***Content guide*** *Note that this guidance is not intended to constrain the information you provide.* | ***Your Response*** *To help form your funding proposal, draft your responses here.  When ready, transfer your draft information directly into your funding application into the appropriate fields in IMS. Note that formatting may be lost in this process. You can use the formatting toolbars in IMS to finalise and format your information. You can start to enter your funding applications into IMS from 9 September 2020. Applications must be completed and submitted to MBIE on or before* ***12 noon, 11 November 2020****.* |
| \*Funding requested | *Specify the total funding requested from us (excluding GST).*  *For a work programme with a project of:*   * *up to one year in length, the maximum funding per successful proposal is $150,000 (excluding GST)* * *between one and two years, the maximum funding per successful proposal is $250,000 (excluding GST).*   *Note that funding will be paid to successful applicants as follows:*   * *50% at the start of the work programme,* * *40% at the mid-point (after submission of a progress report to our satisfaction), and* * *10% on completion of the work programme (after submission of a final report to our satisfaction).* | *It is not a requirement to apply for the full funding available*   |  |  | | --- | --- | | **Year 1** | 0.00 *excluding GST* | | **Year 2** *(if applicable)* | 0.00 *excluding GST* | |
| \*Co-funding | *A partner involved in the project, either the Research organisation/individual researcher or the Māori organisation, must provide a minimum of 10% of the requested MBIE funding. For example, if you are requesting $200,000 (excluding GST) from us, then one of the partners must provide $20,000 (excluding GST).*  *Either cash contributions, in-kind contributions or a combination of both are eligible for co-funding.*  *Provide information on your co-funding arrangements. For each organisation:*   * *Provide the organisation name* * *Tell us whether the co-funding is cash or in-kind* * *Tell us the value per year (excluding GST).*   *If your co-funding is provided in-kind, describe how this has been calculated. If any personnel time will be provided in-kind, state the full name of the team member who will be providing this and how much FTE will be provided.* | *Extend the work table as needed…*   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Funding Year 1** | |  | **Funding Year 2** *(if applicable)* | | | **Name of organisation providing co-funding** |  |  | **Name of organisation providing co-funding** |  | | **Co-funding type** *(In-kind or Cash)* |  |  | **Co-funding type** *(In-kind or Cash)* |  | | **Co-funding amount** *(GST exclusive)* | 0.00 |  | **Co-funding amount** *(GST exclusive)* | 0.00 | |
| Subcontracting | *For each year of funding, list the names of the subcontractors from other organisations that you may engage to complete your proposed research and the amount they will be paid (excluding GST).* | *All values GST exclusive*  *Extend the work table below as needed…*   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Year 1** | |  | **Year 2** *(if applicable)* | | | **Name of subcontractor organisation** |  |  | **Name of subcontractor organisation** |  | | **Amount they will be paid** | **0.00** |  | **Amount they will be paid** | **0.00** | | **Name of subcontractor organisation** |  |  | **Name of subcontractor organisation** |  | | **Amount they will be paid** | **0.00** |  | **Amount they will be paid** | **0.00** | | **Name of subcontractor organisation** |  |  | **Name of subcontractor organisation** |  | | **Amount they will be paid** | **0.00** |  | **Amount they will be paid** | **0.00** | | **Total** *(input this total in the budget below)* | **0.00** |  | **Total** *(input this total in the budget below)* | **0.00** | |
| \*Budget | *For each year of the project, provide a budget for the project.*  ***Total income (requested funding + co-funding) must equal total budget expenditure and all values should exclude GST.***  *Funding does not allow for annual inflation adjustments over the term of the contract.* | *All values GST exclusive*   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Funding Year 1** | |  | **Funding Year 2** *(if applicable)* | | | **Personnel costs** | 0.00 |  | **Personnel costs** | 0.00 | | **Travel**  *(Travel costs should not exceed 25% of the budget.)* | 0.00 |  | **Travel**  *(Travel costs should not exceed 25% of the budget.)* | 0.00 | | **Overheads** | 0.00 |  | **Overheads** | 0.00 | | **Consumables** | 0.00 |  | **Consumables** | 0.00 | | **Subcontracting** | 0.00 |  | **Subcontracting** | 0.00 | | ***Total expenditure*** | **0.00** |  | ***Total expenditure*** | **0.00** | |

| Section 7: Other Information | | |
| --- | --- | --- |
| ***Application fields*** *An asterisk (\*) indicates mandatory information.* | ***Content guide*** *Note that this guidance is not intended to constrain the information you provide.* | ***Your Response*** *To help form your funding proposal, draft your responses here.  When ready, transfer your draft information directly into your funding application into the appropriate fields in IMS. Note that formatting may be lost in this process. You can use the formatting toolbars in IMS to finalise and format your information. You can start to enter your funding applications into IMS from 9 September 2020. Applications must be completed and submitted to MBIE on or before* ***12 noon, 11 November 2020****.* |
| Intellectual property management plan | *If your work programme’s research activity is likely to generate intellectual property, provide details of your intellectual property management plan. If your proposal does not include research, state “Not Applicable”.*  *For more information refer to the intellectual property protection information on* [*business.govt.nz*](https://www.business.govt.nz/) *.* |  |
| \*Profiling | 1. *Does your application make a significant contribution to Māori research and innovation? Answer Yes or No.* 2. *If yes, tell us the percentage of your work programme that fits into each of the following categories.  The total percentage of your project must equal 100%.* | |  | | --- | | *Either Yes or No…* |  |  | | --- | | *If Yes complete percentages in the table below…* |  |  |  |  |  | | --- | --- | --- | --- | | Not specifically relevant to Māori and not involving Māori | | | 0% | | Specifically relevant to Māori | | | 0% | | Research involving Māori | | | 0% | | Māori centered research | | | 0% | | Kaupapa Māori research | | | 0% | | Total | | | 100% | |  |  | |
| \*Conflicts of interest | *Declare any potential conflicts of interest and say why. This may include possible conflicts with Assessors or a part of MBIE you are engaged with.*  *We will publish the names of Assessors on the* [*Te Pūnaha Hihiko: Vision Mātauranga Capability Fund webpages*](https://www.mbie.govt.nz/info-services/science-innovation/funding-info-opportunities/investment-funds/vmcf) *before your application is assigned to Assessors.* | |  | | --- | | *If none, leave blank…* | |
| \*Special ethical and regulatory requirements | *Tell us if any ethical and regulatory approvals are needed to conduct the proposed work and whether these have been sought or obtained. If approvals have not yet been obtained, tell us how and when you expect to do so.*  *If no ethical or regulatory requirements or approvals apply to your proposed research simply state “Not Applicable”.*  *You are responsible for meeting all ethical and regulatory requirements relating to your proposed research. Any costs associated with fulfilling these requirements should be included in your budget (as “Other expenditure”). If delays occur due to failure to gain or initiate the necessary approvals, funding may be withheld, withdrawn or renegotiated.* |  |