NEW ZEALAND IN SPACE EXHIBITION

2021 CALL FOR PROPOSALS

New Zealand Government

LSE 6450

MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT
HĪKINA WHAKATUTUKI

NEW ZEALAND
SPACE AGENCY

Ministry of Business, Innovation and Employment (MBIE)

Hīkina Whakatutuki – Lifting to make successful

MBIE develops and delivers policy, services, advice and regulation to support economic growth and the prosperity and wellbeing of New Zealanders. MBIE combines the former Ministries of Economic Development, Science + Innovation, and the Departments of Labour, and Building and Housing.

More information

Information, examples and answers to your questions about the topics covered here can be found on our website, www.mbie.govt.nz, or by calling us free on 0800 20 90 20.

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THE NEW ZEALAND IN SPACE EXHIBITION

The Ministry of Business, Innovation and Employment (MBIE) and the New Zealand Space Agency (NZSA) invites proposals for the development and execution of a New Zealand in Space Exhibition.

In many traditional space nations, the topic of space is used as a way to create excitement and inspire interest in science and STEM subjects. As a new space actor, New Zealand is only beginning to develop outreach activities that achieve this level of engagement.

Through this investment opportunity, we are seeking to fund an exhibition that will inspire the next generation of space professionals, showcase the benefits of New Zealand's space activity and highlight to our young people that space is opening new career pathways for them.

This Call for Proposals provides you with information about how to apply, how your proposal will be assessed, and what happens if your application is successful.

THE INVESTMENT OBJECTIVES AND OUTCOMES

OBJECTIVES

The purpose of this investment is to:

› Develop educational resources for students based around activities in the New Zealand space sector to inspire students towards careers in the space sector and further uptake of space related science, technology, engineering and mathematics (STEM) subjects.

› Increase access to and ability to engage with space education so more students are able to participate in space education as part of their curriculum.

› Demonstrate how space interacts with other areas of science and society to increase students' understanding of scientific concepts, methods and processes and the relevance of space science in everyday life.

OUTCOMES

To have:

› A space-themed exhibition focused on increasing students' understanding of scientific concepts, methods and processes and the relevance of space science in everyday life.

› Displays, activities and interactive exhibits to showcase activities in the New Zealand space environment and demonstrate how space interacts with other science areas and society.

› Displays, activities and interactive exhibits featuring New Zealand's space technologies and showing how research fits within broader scientific concepts such as force, measurement etc.

› Content which demonstrates career pathways and opportunities in the New Zealand space sector.

THE FUNDING AVAILABLE

Up to a maximum of $350,000 (excluding GST) is available to fund a successful proposal over a two year contract to develop the exhibition content and then hold it in multiple locations across New Zealand.

› Costs must be solely and directly related to the exhibition work programme. This can be used to cover costs towards the work programme development, delivery, and operating costs (including travel).

› Capital expenditure for any equipment with an asset life beyond the term of the work programme is not funded.

› It is not a requirement to apply for the full funding available.

› The exhibition work programme must be completed within two years of the funding contract being signed.

HOW THE FUNDING CAN BE USED

MBIE Fundable

› Exhibits that provide one or more innovative, new science and technology engagement activities.

› Costs associated directly with the exhibition work programme; this may include:
  › Costs of personnel
  › Personnel-related costs
  › Material and consumables directly related to promoting or delivering a project
  › Travel directly related to delivering the project
  › Project operational costs.

› A work programme that can be completed within two years of the funding contract being signed.

Not MBIE Fundable

› Business as usual activities, including events, projects, communications, and publications that promote business as usual activities.

› Exhibits and exhibition activities that duplicate existing or similar initiatives.

› Activities with a similar purpose that have been funded from other government departments.

› Capital expenditure for any equipment with an asset life beyond the term of the project.

› A work programme that cannot be completed within two years of the funding contract being signed.

ELIGIBILITY CRITERIA

To be eligible for this investment opportunity, applicants must:

› Be either:
  › a New Zealand citizen or permanent resident, or
  › a New Zealand based organisation that is a legal entity with an IRD number.

› Have delivered more than one public exhibition and provide evidence of successful delivery.

THE EXHIBITION DESIGN AND DELIVERY BRIEF

We are seeking a New Zealand in Space Exhibition designed to inspire the next generation of space professionals and showcase the benefits of space by:

› increasing access to space education,

› generating interest in the space sector, science and STEM subjects,

› showcasing New Zealand's space activities and technology development, and

› demonstrating how space interacts with other areas of science and society.

Factoring the time required for content development, planning and delivery of the exhibition, our expectation is that this is a 2 year work programme.

Themes

Content themes should include the full scope of New Zealand's space sector, from 'upstream' activities such as manufacturing and launch, through to 'downstream' activities such as applying Earth observation data to economic, social and environmental needs. Particular profile could be given to:

› launch, mission operations and ground station services,

› Earth observing satellite missions,

› exploitation of data and signals from space craft,

› space innovation and technology developments, and

› cutting-edge space research.

Fabrication and Installation

A wide range of accessible, static and interactive installations, displays, and activities in different mediums and technologies that appeal to all of the senses are employed.

The exhibition experience is extended and further learning is supported through take home and online material.

Target Audience

The exhibition design and installation should be aimed primarily at Years 5 through 9 but hold value for older students and the general public.

Delivery

Consideration should be given to harder to reach groups such as Māori and Pasifika, and young rural New Zealanders when determining proposed exhibition locations to maximise overall reach (i.e. number of students and other attendees).

MBIE Involvement

We will assist the successful applicant in the development of exhibition by brokering and facilitating relationships with key stakeholders across the New Zealand space sector, and identifying opportunities from within the space sector that can be profiled in the exhibition.

Exhibition branding is to include MBIE and the New Zealand Space Agency.

We reserve the right to freely use and adapt all exhibition material during and beyond the duration of the funding contract.

The full details of our involvement will be finalised at contracting.

THE APPLICATION AND ASSESSMENT PROCESS

This section outlines the application, assessment and decision making processes, and the application timeline. Details of the contracting process and reporting requirements for successful applications are also outlined.

THE APPLICATION PROCESS

To apply for this investment opportunity you will need to complete and submit a funding proposal. The proposal template on page 14 contains the information required and guidance on preparing that information. When preparing your application, we encourage you to consider the Fund's investment objectives and outcomes, the assessment criteria, the terms and conditions relating to this Call for Proposals, and the Funding Agreement.

KEY DATES

8 March 2021 until 12 noon, 15 April 2021................................Submission period for proposals

April 2021 ....Assessment of proposals

from May 2021.....................Exhibition Work programme and Funding Agreement negotiated

June 2021.. MBIE investment decision announced and funded exhibition work programme starts

All dates are NZ Standard Time. Any change to key dates will be notified via an **Alert email**.

KEY REFERENCES

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

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

Funding Agreement Template
The funding template for the contract drawn up between the successful applicant and MBIE. By applying for this funding, you agree to the Terms and Conditions in this Call for Proposals and those set out in the Funding Agreement.

A Nation of Curious Minds He Whenua Hihiri i te Mahara
New Zealand's national strategic plan for science and society.

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.

National Statement of Science Investment
The Government's vision for a highly dynamic science system that enriches New Zealand.

HOW PROPOSALS WILL BE ASSESSED

All eligible proposals will be assessed by an MBIE-appointed assessment panel against the following assessment criteria. The assessment panel will provide recommendations which will inform the final decision on which proposal will progress to contracting. All applicants will be notified of the assessment outcome.

NEW ZEALAND IN SPACE EXHIBITION ASSESSMENT CRITERIA

EXCELLENCE (50% WEIGHTING)

When assessing a proposal, MBIE will consider excellence as:

› Whether a coherent strategy and proposal is outlined that identifies how the objectives being sought through this investment will be delivered and measured.

› The ability of the project team to connect with the target audience and whether the proposal addresses the needs of the target audience and involves innovative approaches and engagement methods appropriate for the target audience.

› Demonstrate how Te Ao Māori is incorporated in the proposal.

› Whether it is clear that the proposal is able to demonstrate scientific knowledge, processes and methods relevant to the activities occurring in the New Zealand space sector, and how STEM and the space sector interact with society.

› The quality of the project team- including skills mix, available support, resources, experience and track record.

› Whether the proposal can be delivered in the required timeframe.

› The strength of the linkages with relevant stakeholders and ability to engage with partners involved in the New Zealand space sector.

› Whether the project demonstrates good value for money.

IMPACT (50% WEIGHTING)

When assessing a proposal, MBIE will consider impact as:

› Whether the project is likely to contribute to the objectives and outcomes.

› Whether the proposal is able to engage the identified target audience and provide opportunities for increased engagement with science, technology and the space sector.

› The overall reach and the extent to which the applicant will engage harder to reach groups such as Māori and Pasifika, and young rural New Zealanders.

› The extent to which Te Ao Māori is incorporated.

› Whether the successful delivery of the project is likely to deliver positive change in the way the target audience engages with science and technology so that science and technology becomes more important or relevant for them and/or they are able to engage with societal debate about science and technology issues.

CONFLICTS OF INTEREST

We will publish the names of the Assessment panel on our website before the application submission period closes.

If you identify that an Assessor has an actual, potential or perceived direct or an indirect conflict of interest, you must notify us by emailing **NZSpaceAgency@mbie.govt.nz** with the details for further discussion.

Conflicts of interest may occur on two different levels:

› A direct conflict of interest; where an Assessor is:
  › directly involved with a proposal (as a participant, manager, mentor, or partner) or has a close personal relationship with the applicant, for example, family members, or
  › a collaborator or in some other way involved with an applicant's proposal.

› An indirect conflict of interest; where an Assessor:
  › is employed by an organisation involved in a proposal but is not part of the applicant's proposal.
  › has a personal and/or professional relationship with one of the applicants, e.g., an acquaintance.
  › is assessing a proposal under discussion that may compete with their business interests.
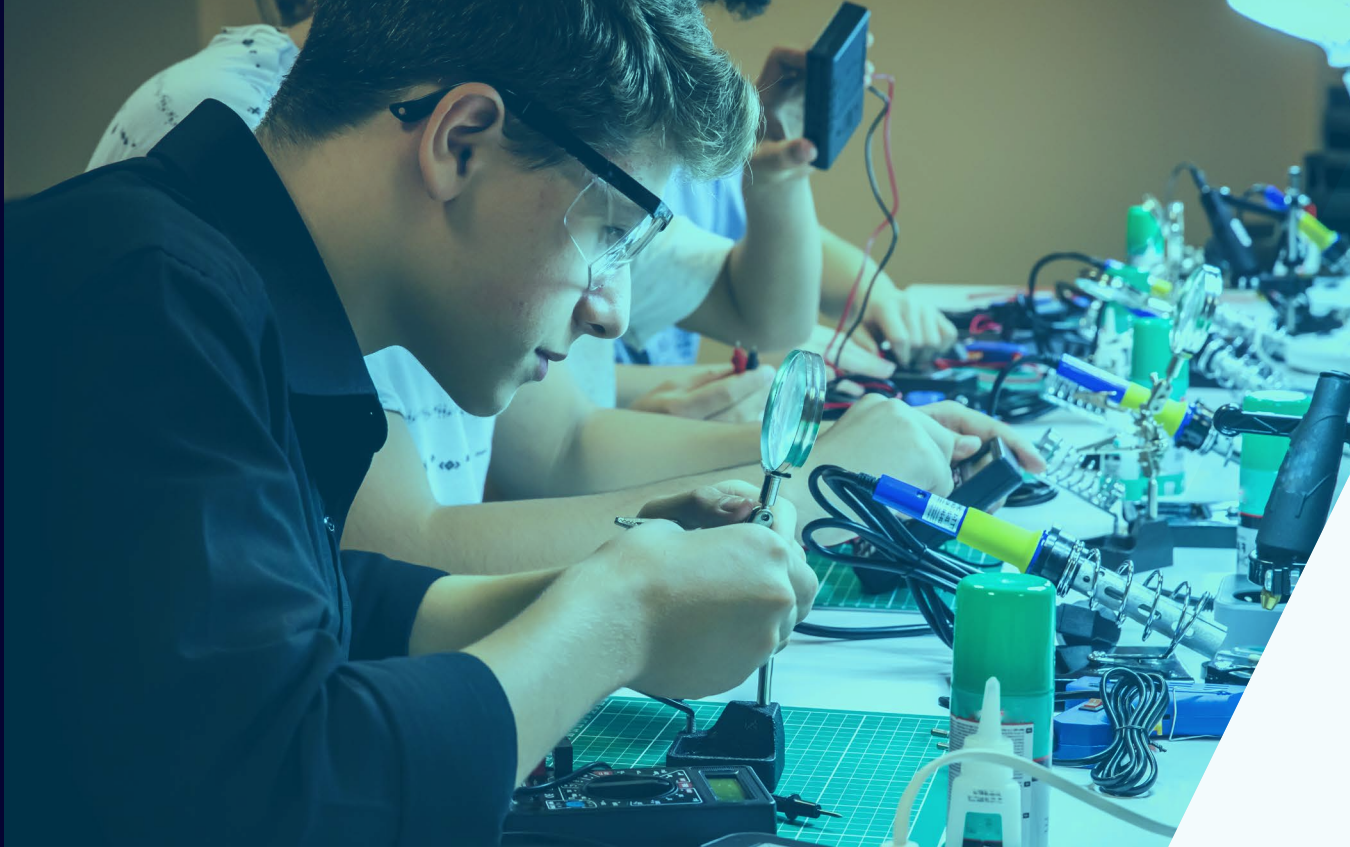
PRIVACY

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

› have confirmed their personal details and the nature and level of their involvement in the work described in the proposal is correct, and

› are aware of our **IMS Privacy Statement** that describes how this information will be used and know the process to follow should any changes to this information be required.

INVESTMENT DECISIONS AND CONTRACTING

The Decision Making Process

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

› Will be informed by the Assessment Panel's recommendation report.

› May be contingent on:
  › Pre-contractual conditions which must be met before the investment is contracted.
  › Special conditions in addition to the general terms and conditions set out in the Funding Agreement.
  › A variation to the proposed term of a proposal.
  › A variation to the funding allocated from that proposed and requirement that the proposed project plan be negotiated to MBIE's satisfaction to reflect the changed funding.
  › We will advise the proposal's primary contact person of the funding decision in May 2021. The successful applicant will be published on our **website** and announced via a press release.

Contracting, Reporting and Monitoring

If the decision is made to invest in your proposal, we will enter into a Funding Agreement and an associated Work Programme Agreement with your organisation (subject to any pre-contractual conditions being met). This Funding Agreement will contain information from your proposal and will be sent to the designated contact person after the announcement of the investment decisions. This agreement is expected to be signed and returned to us within two weeks of receipt.

The terms and conditions of the Funding Agreement will apply to the provision of funding agreed between MBIE and the contracting organisation. By submitting a proposal, you are agreeing to both the terms and conditions of:

› This Call for Proposals.

› The Funding Agreement. A sample agreement is available on our **website**.

Reporting Obligations

During the contracted funding period, the successful applicant will be required to report to us on the project's progress towards the overall project outcomes stated in the application, the level of audience engagement, budget, and communication.

Within a month of the contract end date, a Final report that updates the information in the Progress report and confirms the final outcomes of the project will be required.

REQUIRED REPORTING	DUE DATE	REPORTING PERIOD
Progress Report	One month before the mid-point of the project's work programme (the end of the first year of funding) or as otherwise agreed with MBIE	From the start date of the project's work programme to the last day of the month before the report is due
Final Report	No later than one month after the end date of the work programme	No later than one month after the end date of the work programme

Reportable information includes:

> The status and progress towards delivering on the overall project outcomes, including key achievements, the steps taken and, where applicable, the changes made to your approach.

> Metrics to assist us understanding the extent to which the investment objectives have been achieved, for example:
>> the numbers of participants in the projects, broken down by school attended, gender, age range and other demographic factors (e.g. Māori, Pasifika, from low decile schools, from rural community);
>> evidence of impact including the results of surveying of participants;
>> a high-level list of activities completed as part of the project in chronological order;
>> engagement activities with science and/or technology completed by the participants and links to online and social media channels established for the project;
>> tools and resources used to deliver the projects;
>> details of science and/or technology expertise used in the project, including the names, titles, expertise area and organisations of professionals used (if any), and
>> details of any other collaborators in the project.

Specific reporting requirements will be supplied to the successful applicant at the contracting stage.

Funding Payments

The contract holder must manage the approved funding to ensure delivery of the contracted work programme and adhere to any reporting requirements. Your budget should generally distribute funding evenly across each year of the work programme, however the final funding profile will be agreed during the contracting stage.

Subject to specific contract conditions, MBIE funding will be provided annually to the successful applicant as follows:

› Year 1 funding: once the Funding Agreement has been signed.

› Year 2 funding: on commencement of year 2 of the project
  (and subject to the successful completion of Year 1 activities).

FURTHER INFORMATION

Web   **New Zealand in Space Exhibition**

Email   Proposal queries: **NZSpaceAgency@mbie.govt.nz**
            IMS queries: **imssupport@mbie.govt.nz**

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

PREPARING YOUR FUNDING APPLICATION

This section contains a proposal template that you can use to prepare your application for this funding opportunity. All funding applications are entered and submitted in our Investment Management System (IMS) – a secure online portal (see page 20).

The proposal template outlines the information we are seeking in a funding proposal for the New Zealand in Space Exhibition. Guidance on what we are looking for and how to prepare that information is provided however note this is not intended to constrain the information you provide. Mandatory information is marked with an asterisk (*). We recommend you use this template to draft the required information and then when ready to submit, copy and paste the necessary segments into the appropriate IMS fields and upload documentation where directed.

Ensure that your application:

› Complies with the eligibility criteria outlined in this Call for Proposals.

› Meets the exhibition design and delivery brief outlined in this Call for Proposals.

› Addresses the assessment criteria outlined in this Call for Proposals.

› Addresses the investment objectives outlined in this Call for Proposals.

› Addresses the aims of the Vision Mātauranga policy to achieve excellent research of relevance and impact to Māori and New Zealand, and where relevant, describes how your programme of work programme will support Vision Mātauranga.

› Meets all applicable timing, formatting, system, or other similar administrative requirements as noted in this Call for Proposals.

Tips for Writing a Good Application

› Use plain text when copying and pasting text into IMS and then format your entry in the field.

› Structure your narrative in a logical way, so there is a natural and obvious flow between your ideas.

› Consider using subheadings to highlight and guide the reader to the key messages you want to convey.

› Avoid large blocks of text. White space enhances the visual impact of your proposal and makes reading easier.

› Cross reference, rather than duplicate information where possible, e.g., "Key end users, including but not limited to those listed in Section X will be invited. . .".

› Check spelling, grammar, and readability.

PROPOSAL TEMPLATE

This template details the key information you should cover in your proposal. This is a guide and is not intended to constrain the information you provide. Use it to help gather the information you need to formulate your proposal. An asterisk (*) indicates mandatory information.

Proposals are entered and submitted to MBIE in IMS. See *Entering and Submitting a Funding Application in IMS* on page 20 for detailed instruction.

The proposal submission period is from **8 March 2021** *until* **12 noon, 15 April 2021**. These dates are subject to change. Any change will be notified via an Alert email[1].

NEW ZEALAND IN SPACE EXHIBITION PROPOSAL TEMPLATE

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

PROPOSAL INFORMATION SECTION

*Full Title	Tell us the title of your proposal. Your title should clearly reflect the nature of your work programme. Do not include acronyms or abbreviations. Avoid cryptic or humorous "tabloid" style titles.	
*Duration of Project	Specify the duration of your work programme. This can be up to 2 years.	
*Start and end dates	Specify the start and end dates of your work programme. › The start date must be on **1 June 2021**. › The end date must be no more than 24 months from the start date.	
Contact details	*Primary Contact	Provide the name, email address and telephone number of your primary contact person. This contact must have the mandate to discuss the proposal with MBIE officials.
	*Secondary Contact	Provide a name, email address and telephone number of a second contact person. This contact must differ from the primary.
*Eligibility	Confirm that your application meets this funding opportunity's eligibility criteria by answering yes or no to the following: › This application is from a New Zealand citizen or permanent resident, or from a New Zealand based organisation that is a legal entity with an IRD number. › This application is from an individual or organisation that has delivered more than one public exhibition and can provide evidence of successful delivery. Detail this evidence in the **Supporting Information** section's **Track Record** field.	
*Public Statement	Provide a short summary of your proposal for public release. Include: › the aims and outcomes of your project, › how you will go about achieving these, › who the target audience is, and › where the project will take place. Do not include any confidential information, references, hyperlinks, video or audio files.	*Word limit:* **300 words**
*Online Presence	What online presence will be given to the proposed project, for example, a website or social media accounts, etc.	*Word limit:* **200 words**

[1]To sign up for these alerts, see
https://www.mbie.govt.nz/science-and-technology/science-and-innovation/subscribe/

NEW ZEALAND IN SPACE EXHIBITION PROPOSAL TEMPLATE

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PROJECT PLAN SECTION

Refer to the exhibition design and delivery brief on page 4.

*Vision / Strategic intent statement	Present your vision for your proposed work programme. Include information on how you propose it will: > increase student engagement with science, technology, engineering and mathematics (STEM), > showcase the benefits of New Zealand space activity and explain the relevance of space science in everyday life, > demonstrate how New Zealand's space activities fit within broader scientific concepts, > inspire the next generation of space professionals, including career pathways in the space sector, and > connect and engage with local communities and iwi to realise the social, economic and environmental benefits of space. Do not include references, hyperlinks, video or audio files.	*Word limit: 500 words*
*Content Strategy	Describe your approach to the development of science outreach content and provide an outline of the proposed content including details of your proposed display types, activities and interactive exhibits. Do not include references, hyperlinks, video or audio files.	*Word limit: 500 words*
*Vision Mātauranga	Summarise how Vision Mātauranga is relevant to your proposal, with reference to the four research themes of the Vision Mātauranga Policy and the investment goals. Do not include references, hyperlinks, video or audio files.	*Word limit: 500 words*
*Resource Plan	Explain: > the resources you will need to access or purchase to complete and deliver your work programme, > measures you have taken or will take to secure those resources, and > any risks to obtaining the resources, and how those risks will be managed. Also provide evidence of the commitment you have around resources. Do not include references, hyperlinks, video or audio files.	*Word limit: 200 words*
*Indicative Implementation Plan	Tell us how you will deliver the proposed work programme. Include details of your approach to event planning, engagement, delivery and follow-up / monitoring. If successful, a full Implementation Plan will be developed as part of the project and will be subject to MBIE approval. Do not include references, hyperlinks, video or audio files.	*Word limit: 300 words*
* Indicative Project Locations	Provide details of the region(s) and locations in which the work programme will be delivered. If successful, project locations will be finalised as part of the Implementation Plan. Do not include references, hyperlinks, video or audio files.	*Word limit: 200 words*
*Target Audience	Tell us about the project's target audience(s) and include details on: > who you intend to reach and why, and > the size of the target group(s). Describe how your proposed project targets a clearly defined target group for whom there are opportunities and benefits for increased engagement with science and technology. Do not include references, hyperlinks, video or audio files.	*Word limit: 300 words*

NEW ZEALAND IN SPACE EXHIBITION PROPOSAL TEMPLATE

*Measuring Success	Explain how successful delivery of the project is likely to deliver positive change in the way the target group(s) engages with space science and technology so that space science and technology becomes more important or relevant for them. Tell us also how you will measure this success. Do not include references, hyperlinks, video or audio files.	*Word limit:* **300 words**
Collaborations / Partnerships	List collaborations and partnerships you have, or plan to develop, with organisations from across the space sector and wider science community, explaining for each the contribution they are making or will make to your work programme. Consider how you will leverage the science and technology engagement capabilities of other organisations, partners, resources, and/or initiatives involved in science and technology engagement. Do not include references, hyperlinks, video or audio files.	*Word limit:* **500 words**
*Team	Provide details of the Project Leader and key personnel that will be involved in the delivery of the work programme. For each team member, confirm their name, skills and experience of delivering similar projects. Provide a CV for the Project Leader. Do not include references, hyperlinks, video or audio files.	*Word limit:* **200 words**
WORK PROGRAMME SECTION		
*Work programme	Provide us with an indicative work programme that details the proposed work to be carried out over the term of the funding period to show how you plan to establish and deliver the work programme and deliver on the investment goals. Do not include references, hyperlinks, video or audio files. We will negotiate the final work programme with the successful applicant at contracting and this will be used by us to monitor the achievement of deliverables. **Structure your work programme as follows.** The details you provide should reflect the key elements and stages of the project, their sequencing and timing.	
	WORK PROGRAMME STRUCTURE **Key Outcome 1: Content Development** For this key outcome provide: > a detailed description of the establishment milestones and delivery activities, and their > start and end dates.	*Word limit:* **500 words**
	Key Outcome 2: Planning and Coordination For this key outcome provide: > a detailed description of the proposed planning and coordination activities, and their > start and end dates.	*Word limit:* **500 words**
	Key Outcome 3: Delivery For this key outcome provide: > a detailed description of the proposed delivery activities, and their > start and end dates.	*Word limit:* **500 words**
	Key Outcome 4: Evaluation For this key outcome provide: > a detailed description of the proposed evaluation activities, and their > start and end dates.	*Word limit:* **500 words**

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IMS will direct you in how to enter your information and upload supporting information.
Ensure that your proposal directly addresses the eligibility and assessment criteria and considers the Fund's investment objectives.

*Key Performance Indicators	Using the sample table that follows, provide up to **six** indicative KPIs that focus on one or more of the following performance areas: > Domestic and International Collaboration > Impact > Project Delivery > Public participation > Vision Mātauranga. Your KPIs show how you will measure the performance of your work programme over the term of the investment and should: > Illustrate performance that reflects the investment goals of this opportunity and the expected benefits of the investment. > Be SMART (specific, measurable, achievable (even if aspirational) relevant and time bound). > Show how the outputs of your work programme will lead to delivery of impact through increased engagement with science, technology and the space sector. > Be measures that can track progress over time. We will work with the successful applicant to develop final KPIs for their work programme at the contracting stage. **Sample KPI Table**

Performance Area	Measure	Target	Target Date	Start Date	End Date
e.g. Public participation	*e.g. Number of students participating in the exhibition broken down by demographic*	*e.g. X of students in [demographic]*	*Enter target date or frequency*	*e.g. 1 June 2021*	*e.g. 31 May 2023*

FINANCIAL INFORMATION SECTION

*Total MBIE funding requested	Enter the total amount of funding *(excluding GST)* by financial year you are requesting from MBIE for the funding term. Up to $350,000 *(excluding GST)* is available over the full funding term.

Project Year 1	Project Year 2	Total Funding Requested *(excl. GST)*
0.00	*0.00*	*0.00*

Co-funding *(if applicable)*	Provide information on any co-funding arrangements. For each organisation: > provide the organisation name, > tell us whether the co-funding is cash or in-kind, and > tell us the value per year (excluding GST). Cash co-funding (eg sponsorship) is cash received from an organisation that contributes directly to your proposal. This cash: > Does not include money you may receive before the start date or after the end date of the project. > Must be essential to the achievement of the work programme and be genuine cash funding for the proposed project. > Is not money from which an income is derived or that can be returned to the co-funder.

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Ensure that your proposal directly addresses the eligibility and assessment criteria and considers the Fund's investment objectives.

	In-kind co-funding is a non-cash contribution that contributes directly to your proposal. This may include the use of equipment, staff time or access to data.
	The value of in-kind co-funding should, in most cases, be the actual cost incurred by the co-funder. If necessary, the value may be estimated using either the usual cost of the good or service as advised by the provider or, if the item is not generally traded, your estimate of the out-of-pocket costs sustained by the provider in making the good or service available to you.
	You will need to show how your in-kind co-funding has been calculated.
Sub-contracting	Funding for sub-contracting is the amount you plan to spend on work done by other organisations in order to complete and deliver your work programme.
	If applicable, for each year of funding, tell us about any sub-contractors that will be involved.
	For each sub-contracting organisation provide:
	> the name of the sub-contracting organisation, and
	> the amount provided per year *(excluding GST)*.
***Indicative Budget**	Provide us with your proposed budget over the funding term. Show clearly how the requested MBIE funding and other cash or in-kind contributions (if applicable) will be used to cover your project costs.
	> Costs must be solely and directly related to the proposed work programme.
	> Capital expenditure for any equipment with an asset life beyond the term of the contract is not funded.
	> Disbursement of funds over the project duration will be negotiated.
	> Your total expenditure must equal all of the funding and contribution *(excluding GST)* you will receive for this investment.
	> Funding does not allow for annual inflation adjustments over the term of the contract.

Sample Budget Table: Use this table to prepare and structure your budget. All values should exclude GST.

Budget Item	Itemised breakdown: All values should exclude GST.			Sub Totals (excl. GST)	Project Total
		Year 1	*Year 2*		0.00
Sub-contracting				*0.00*	
		0.00	*0.00*		
		0.00	*0.00*		
Personnel cost				*0.00*	
		0.00	*0.00*		
		0.00	*0.00*		
Materials and Consumables				*0.00*	
		0.00	*0.00*		
		0.00	*0.00*		
Overheads				*0.00*	
		0.00	*0.00*		
		0.00	*0.00*		
Travel				*0.00*	
		0.00	*0.00*		
		0.00	*0.00*		
Accommodation				*0.00*	
		0.00	*0.00*		
		0.00	*0.00*		
Other *(please specify)*				*0.00*	
		0.00	*0.00*		
		0.00	*0.00*		

NEW ZEALAND IN SPACE EXHIBITION PROPOSAL TEMPLATE

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

SUPPORTING INFORMATION SECTION

*Track Record	Provide evidence of successfully delivering public exhibitions. Include details of the scale, scope and degree of public participation. You can use images to support your narrative. Do not include references, hyperlinks, video or audio files.	*Word limit:* 300 words
*Risk Management Plan	Describe the major risks to the proposed work programme achieving the intended outcomes. Where possible, give an indication of the likelihood and significance of the risk and any mitigation strategies that will be implemented. Do not include references, hyperlinks, video or audio files.	*Word limit:* 500 words
*Special Ethical and Regulatory Requirements	Describe any ethical and regulatory requirements and approvals needed to complete and deliver your proposed work programme. Include here any significant safety issues. If approvals have not yet been obtained, tell us how and when you expect to do so. Do not include references, hyperlinks, video or audio files. 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. This section refers to ethical and regulatory approvals to conduct this project. If the product that results from this product requires certification or approval, please describe that in the "Risk Management Plan" section above.	*Word limit:* 500 words
*Intellectual Property Management	Outline how you will identify, protect and share any intellectual property generated through the delivery of the work programme to ensure maximum benefit to New Zealand. This includes management of intellectual property between collaborators and contract partners, including MBIE. Do not include references, hyperlinks, video or audio files.	*Word limit:* 500 words
Other Information	Provide any relevant information and/or key references that directly supports and strengthens your proposal. We may require the successful applicant to provide supporting information prior to contracting. You can use images to support your narrative. Do not include references, hyperlinks, video or audio files.	*Word limit:* 250 words
Conflicts of interest	Declare any potential conflicts of interest and say why. This may include parts of MBIE you are engaged with. Detail any proposed arrangements to manage any conflict of interest. The list of assessors will be published on our New Zealand in Space Exhibition webpages.	*Word limit:* 250 words

ENTERING AND SUBMITTING A FUNDING APPLICATION IN IMS

Proposals for funding for a New Zealand in Space Exhibition are entered and submitted in MBIE's Investment Management System (IMS) – a secure online portal.

Proposals can be submitted to MBIE in IMS from **8 March 2021 until 15 noon, 8 April 2021.** Applications will not be accepted after this date. These dates are subject to change. Any change will be notified via an Alert email.

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

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

ACCESSING IMS

▶ **To log in to IMS:**

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

For first time users:

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

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

For existing users:

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

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

▶ **To logout, click the Logout hyperlink** *(located top right of every tab).*

User Access Roles

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

A...	CAN...
User	> See and/or work on funding applications to which they are authorised.
	> Submit completed registrations/applications/proposals to your Super User quality assurance (QA).
Super User	> Perform all the functions of a regular user.
	> Manage IMS access; add, delete or modify the users in their organisation and changing the views and applications they can see.
	> QA and submit completed applications to MBIE.

Navigating IMS
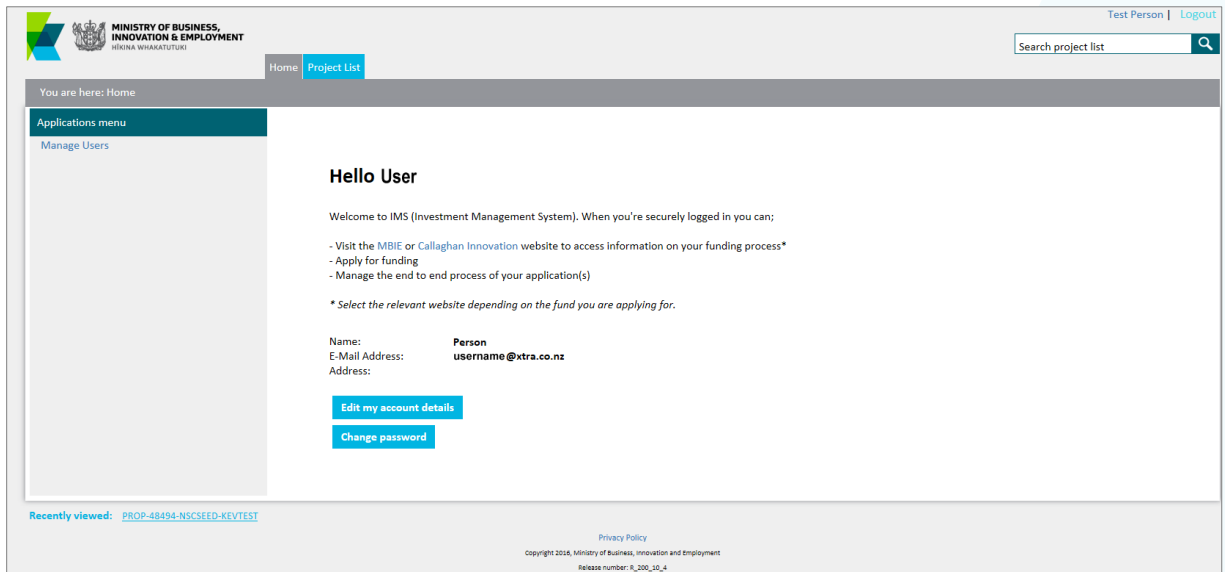
The IMS **Home** tab

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

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

Customising your View

The IMS **Project List** tab lists the applications submitted by your organisation. Here you open and view the details of all applications and contracts to which you have access. You can filter and sort this list to view only those of interest, and customise the columns to show only the information required.

You can also determine the number of applications that display on each screen using the **Display** field *(located bottom left of the screen)*. Note that you only see information to which you have permission.
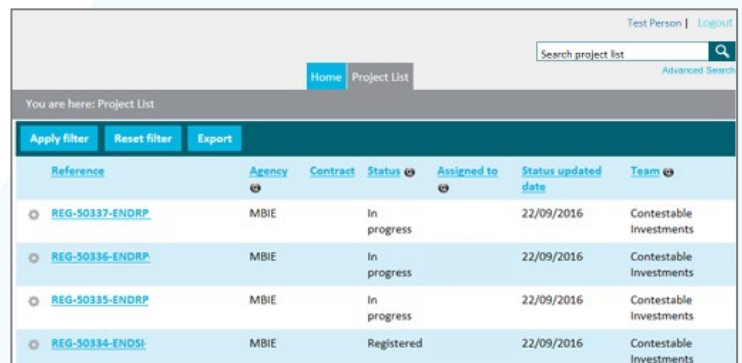
ENTERING AND SUBMITTING A PROPOSAL

You can enter and submit a proposal in IMS from **8 March 2021 until 12 noon, 15 April 2021**.

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

▶ **To enter and submit a proposal in IMS:**

1. On the IMS **Home** tab, click the **Project List** tab.

2. Click the **New Application** button (located to the right of the screen).

3. On the resulting screen, select **2021 New Zealand in Space Exhibition** from the **Investment Process** field.

4. Enter the title of your project in to the **Full title** field and then click the **Create** button. The first section you need to complete displays.
    Provide a meaningful short title of no more than six words. Do not use acronyms or abbreviations.
    Your short title will be used for everyday use and reference.

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

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

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

> click the **Leave this Page** button to exit the section without saving *(all changes made during that session be lost), or*

> return and continue to add information or click the **Save & next section** button.

> You can copy and paste your prepared information directly into the IMS fields.
>
> Where directed upload documents containing your references/citations. All forms of documents *(e.g., Excel, Word and PDF)* can be uploaded. If a PDF, ensure that it is unsecured. If secured, we will not be able to access or print your proposal. Image files cannot be uploaded.
>
> You can save, log out, and return to IMS to edit your application before submitting it.

Mandatory fields are marked with an asterisk *.
> Fields with a red * must be completed before you can save and close the current section.
> Fields with a black * must be completed before you can submit your application.

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

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

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

6. When all sections are complete, scroll to the top of navigation panel and click the **Mange and submit** link.

7. Click the **Check my application before submission** button to run a validation check. This will verify the completeness of your application and will detect any missing content.
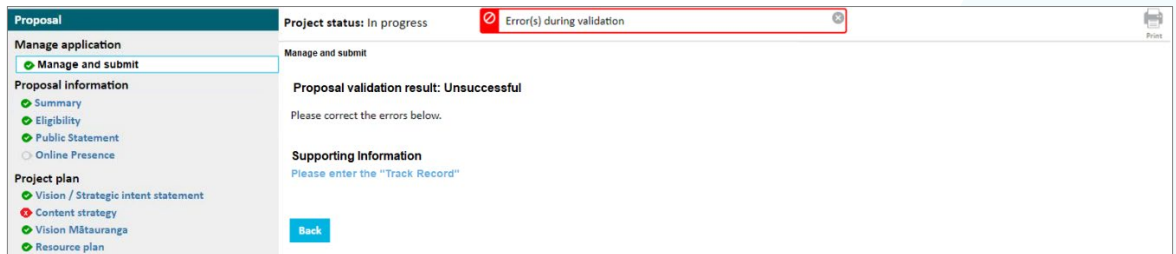
> If the validation is successful, every section in the navigation panel is marked with the symbol ✅.
> If errors and/or incomplete fields are detected, these will display as:
>   > light blue error message hyperlinks in the **Proposal validation result** section.
>   > a ❌ beside the relevant sections.

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

9. Once you have corrected all of the errors and/or added all missing information, click the **Mange and submit** link then the **Check my application before submission** button again.

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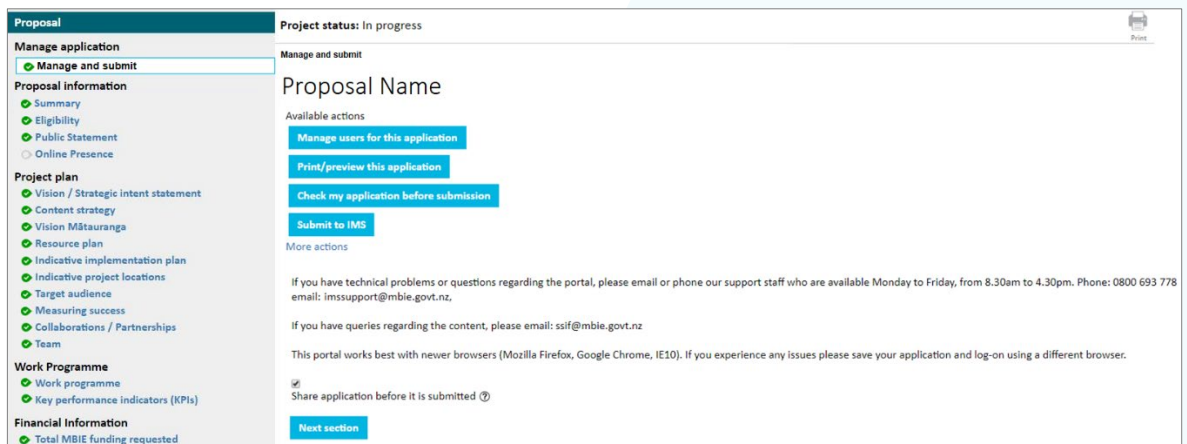
11. Read and accept the declaration.

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

ADMINISTERING FUNDING APPLICATIONS

Checking the Progress of your Application

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

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

Checking the Status of your Application

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

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

Checking when your Application is due

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

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

Withdrawing an Application

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

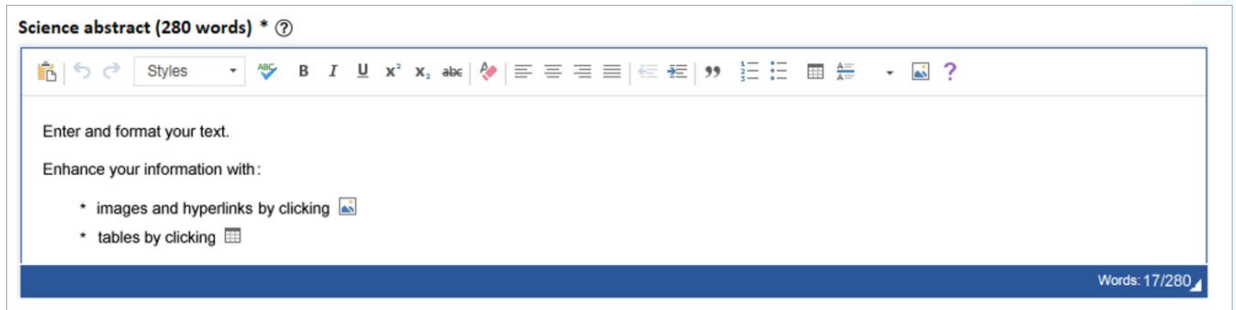If you wish to withdraw a submitted application, contact the Investment Operations team.

▶ **To withdraw an un-submitted application:**

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

IMS TIPS

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

Formatting Text, and Adding Images and Hyperlinks

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

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

Updating your Details

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

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

▶ **To change your password:**

1. Click the **Change password** button on the **Home** tab.

Maintaining your Organisation's Contact Details

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

▶ **To locate:**

1. Enter the person's name and click the **Search** button.

2. Locate them in the list and click the **Use** button.

▶ **To add:**

1. Click the **Add** button.

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

▶ **To modify:**

1. Select the person and click the **Edit** button.

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

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

TERMS AND CONDITIONS RELATING TO THIS CALL FOR PROPOSALS

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

Proposal submission period 8 March 2021 until 12 noon, 15 April 2021

1. General

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

2. Investigations and reliance on information

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

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

3. Reliance by applicants

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

4. Reliance by MBIE

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

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

5. Inducements

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

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

6. Ownership and intellectual property

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

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

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

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

7. Confidentiality

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

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

7.3 You acknowledge that MBIE's obligations under paragraph 7.1 are subject to requirements imposed by the Official Information Act 1982 (OIA), the Privacy Act 2020, parliamentary and constitutional convention and any other obligations imposed by law. Where MBIE receives an OIA request that relates to your Confidential Information, MBIE will consult with you and may ask you to explain why the information is considered by you to be confidential or commercially sensitive.

8. The proposal process

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

› MBIE may amend, suspend, cancel and/or re-issue the Call for Proposals or any part of the Call for Proposals.

› MBIE may make any material change to the Call for Proposals (including any date) on the condition that you are given a reasonable time within which to respond to the change.

› In exceptional circumstances, MBIE may accept a late proposal where it considers that there is no material prejudice to other applicants.

› MBIE may waive irregularities or requirements in or during the Call for Proposals process where it considers it appropriate and reasonable to do so.

› Your proposal may not be approved for funding.

› All or any proposal(s) may be rejected.

› Your proposal may be accepted in whole, or in part.

› Any information you provide to MBIE with your proposal may be retained or destroyed.

› Clarification may be sought from any applicant(s) in relation to any matter in connection with the Call for Proposals process.

› Any applicant(s) may be contacted, which may be to the exclusion of any other applicant(s), at any time before or after the approval (if any) of proposal(s).

› MBIE may reject, or not consider further, any documentation related to your proposal that may be received from you, unless it is specifically requested.

› This Call for Proposals process may be run in such manner as MBIE may see fit.

9. No contractual obligations created

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

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

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

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

10. No process contract

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

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

11. Exclusion of liability

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

› the assessment process

› the preparation of any proposal

› any investigations of or by any applicant

› concluding any contract

› the acceptance or rejection of any proposal

› the suspension or cancellation of the process contemplated in this Call for Proposals, or

› any information given or not given to any applicant(s).

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

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

12. Costs and expenses

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

13. Governing law and jurisdiction

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

14. Public statements

14.1 MBIE may make public the following information:

› the names of project team members

› the proposal title

› the appropriation from which the application would be funded

› the public statement given by the project team when applying for funding

› the total amount of funding and the period of time for which funding has been approved

› the sector to which the research relates.

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

FOR MORE INFORMATION VISIT US ONLINE AT WWW.MBIE.GOVT.NZ