



MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT
HĪKINA WHAKATUTUKI

TE PŪNAHA HIHIKO: VISION MĀTAURANGA CAPABILITY FUND



**2022 CALL FOR
PROPOSALS**

New Zealand Government



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

Ministry of Business, Innovation and Employment (MBIE)

Hīkina Whakatutuki – Lifting to make successful

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

Disclaimer

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

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Mā te rongō ka mōhio
Mā te mōhio ka mārama
Mā te mārama ka mātau
Mā te mātau ka ora

*Through perception comes awareness
Through awareness comes understanding
Through understanding comes knowledge
Through knowledge comes well-being*

Te Pūnaha means system or group: the connection point; careful consideration

Hihiko means to be inspired, to be switched on and willing

Mātauranga in the Fund's name means knowledge in a broad sense compared to the more specific mātauranga Māori

MIHI

Tēnā koutou

Hīkina Whakatutuki/The Ministry of Business, Innovation and Employment invites applications to be considered for funding from Te Pūnaha Hihiko: Vision Mātauranga Capability Fund.

Te Pūnaha Hihiko: Vision Mātauranga Capability Fund invests in activities that strengthen capability and networks between Māori organisations and the science and innovation system, to deliver benefit to Aotearoa.

This Call for Proposals provides you with information on how to apply to the Fund, how your application will be assessed, what happens if your application is successful, and how to contact us for assistance with the application process.

Ko te tūmanako he āwhina i roto nei.
Nā mātou o Hīkina Whakatutuki ki a koutou.

TE PŪNAHA HIHIKO: VISION MĀTAURANGA CAPABILITY FUND

We, the Ministry of Business, Innovation and Employment (MBIE), invite proposals to Te Pūnaha Hihiko: Vision Mātauranga Capability Fund (the Fund).

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

We fund Te Pūnaha Hihiko: Vision Mātauranga Capability Fund projects through two investment schemes – **Connect Scheme** and **Placement Scheme**.

| TE PŪNAHA HIHIKO: VISION MĀTAURANGA CAPABILITY FUND | |
|---|---|
| <p style="text-align: center;">AIMS</p> <p>Strengthen capability, capacity, skills and networks between Māori and the science and innovation system</p> <p>Increase understanding of how research can contribute to the aspirations of Māori organisations and deliver benefit for New Zealand</p> | |
| <p style="text-align: center;">CONNECT SCHEME</p> <p>Build new connections between Māori organisations and the science and innovation system</p> | <p style="text-align: center;">PLACEMENT SCHEME</p> <p>Enhance the development of an individual(s) through placement in a Partner organisation</p> |

More information on each scheme and the scope and conditions of the work programmes that the Fund will support is detailed in the Te Pūnaha Hihiko: Vision Mātauranga Capability Fund Investment Plan. Access this document and more on our [Te Pūnaha Hihiko: Vision Mātauranga Capability Fund webpages](#).

NGĀ TĀHUHU E WHĀ O TE KAUPAPAHERE WAWATA MĀTAURANGA THE FOUR THEMES OF THE VISION MĀTAURANGA POLICY

The purpose of the Vision Mātauranga policy¹ is to provide strategic direction for government's investments in science and innovation, focusing on four themes:

- 1. Indigenous innovation** – Contributing to economic growth through distinctive science and innovation
- 2. Taiao** – Achieving environmental sustainability through iwi and hapū relationships with land and sea
- 3. Hauora/Oranga** – Improving health and social wellbeing
- 4. Mātauranga** – Exploring indigenous knowledge and science and innovation.

¹ The full Vision Mātauranga policy is available at <https://www.mbie.govt.nz/assets/9916d28d7b/vision-matauranga-booklet.pdf>

HE AHA NGĀ PŪTEA KEI TE WĀTEA? WHAT FUNDING IS AVAILABLE?

Approximately \$2.0 million (*excluding GST*) is available to fund successful proposals in the Te Pūnaha Hihiko: Vision Mātauranga Capability Fund 2022 investment round.

The work programme term for both Connect and Placement schemes is up to two years. For a project with a work programme 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*).

It is not a requirement to apply for the full funding available or the full two year project term.

Project costs must be solely and directly related to the project work programme. Funding can be used to cover costs towards the work programme development, delivery, and operating costs (including travel). Capital expenditure is not funded.

WHAKARITENGA PŪTEA-TĀPIRI CO-FUNDING REQUIREMENT

Funding is contingent on a partner involved in the project providing 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 a minimum amount of \$20,000 (*excluding GST*).

A partner being either the Research organisation/individual researcher or the Māori organisation.

Both cash and in-kind contributions are eligible for co-funding.

- › **Cash co-funding** is cash received from an organisation that contributes directly to your proposal. This cash:
 - › does not include money you may receive 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 funder.
- › **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
 - › actual personnel costs incurred by the Partner organisation. For example, staff costs met by the Partner organisation for an individual who has been placed, or for the mentoring or supervision of the individual who has been placed.

The value of in-kind co-funding should, in most cases, be the actual cost paid 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 and describe any personnel time that will be provided as co-funding.

KO WAI KA ĀHEI KI TE TONO PŪTEA? WHO CAN APPLY FOR FUNDING?

For a proposal to be considered for assessment for either the Connect Scheme or Placement Scheme, it must meet the eligibility criteria set out below. Proposals that we consider do not meet these criteria will be declined for funding on eligibility grounds.

To be eligible for funding, proposals must:

1. Be made by a New Zealand based single legal entity that is a Māori organisation, Research organisation or individual researcher.

A **Māori organisation** is defined as an organisation that identifies itself as Māori and uses *(or wishes to use)* research, science and technology or related activities.

A **Research organisation** is defined as an organisation that has the internal capability to carry out research, science and technology or related activities. Government departments *(as defined in Schedule 2 of the State Sector Act 2020)* are not considered to be Research organisations and are not eligible to apply for this funding.

An **individual researcher** is defined as a person operating on his or her own, and is not employed by a Research organisation, with the capability to carry out research, science and technology or related activities.

2. Include both a Research organisation or individual researcher and a Māori organisation, with one or the other taking the lead as Contracting organisation and the other as Partner organisation.

A relationship must not be solely between the applicant and an organisation that is either a parent entity, subsidiary, or co-subsidiary of another organisation; or between departments within a single organisation *(for example, a tertiary institution)*.

3. Be for activities that fit one of the two schemes, and the requirements of one of the two schemes as set out in the Te Pūnaha Hihiko: Vision Mātauranga Capability Fund Investment Plan. For Placement Scheme, a proposal must name the individual(s) who will be the placement person(s).
4. Not be for activities for the same purpose already funded by any government agency.
5. Not include any full-time tertiary or school students.

Proposals with work programme activities that are eligible for funding from the Ministry of Education, or Unlocking Curious Minds are a poor fit for Te Pūnaha Hihiko: Vision Mātauranga Capability Fund.



6. Address one or more Vision Mātauranga themes, and not solely address hauora/health.

The MBIE-led investments outlined in the Investment Plan and the Health Research Council (HRC) investments are designed to complement each other. To avoid duplication with the investments made by the HRC, MBIE does not provide funding for programmes exclusively relevant to the health/hauora area. Proposals where hauora improvements are part of a much broader suite of outcomes will be considered.

7. Be for activities the majority of which are to be undertaken in New Zealand, unless MBIE considers there are compelling reasons to consider the proposal.

If the majority of the work programme will not be carried out in New Zealand, then explain in your proposal the reasons for this and why they are compelling. If a work programme is to have significant linkages with indigenous knowledge practitioners in other countries, demonstrate how this will be of benefit to New Zealand.

8. Be submitted via MBIE's Investment Management System (IMS) and meet any applicable timing, formatting, content or other administrative requirements set out by MBIE.

TE TUKANGA TONO ME TE AROMATAWAI

THE APPLICATION AND ASSESSMENT PROCESS

This section outlines the proposal and assessment process, timeline for proposals, and the funding available for investment.

TE WĀTAKA TONO THE APPLICATION TIMELINE

The following details the processes in the application timeline.

NGĀ RANGI MATUA KEY DATES

| | |
|---|---|
| 15 September 2021 until 12 noon, 11 November 2021 | Applicants submit a funding proposal |
| November December 2021 | We check all proposals against the eligibility criteria |
| January February 2022 | Assessment of proposals by the Assessment Panel |
| April 2022 | Investment funding decisions announced |
| June 2022 | Contracts begin |

All dates are NZ Standard Time

Any change to key dates will be notified via an [Alert](#) e-newsletter.

ME PĒHEA TAKU TONO PŪTEA? HOW DO I APPLY FOR FUNDING?

Proposals are entered and submitted in our Investment Management System (IMS) – a secure online portal. If you do not have an IMS login, you will need to request access – see page 21 for guidance. Before developing your proposal, you are encouraged to consider the eligibility criteria, the assessment criteria, and the terms and conditions relating to this Call for Proposals.

The proposal template on page 13 provides guidance on how to prepare your proposal and the information you are required to provide. The te Tuku Tono i IMS Submitting Proposals in IMS section on page 21 provides detailed instruction on how to then enter your proposal into IMS and submit it to us.

The information in your proposal is used for assessment, and forms the basis of the contract for successful projects. We recommend you use the template provided to draft the required information in a word processor of your choice and then when ready to submit, copy and paste the necessary segments into the appropriate IMS fields and upload your supporting documentation where directed.

Diversity in Science and Research

We are committed to understanding and promoting diversity in Science and Research. Individuals fulfilling key roles in your proposed project will be required to individually register in IMS, and then invited to enter their diversity data. For more information, see our [Diversity Statement](#).

NGĀ TOHUTORO MATUA KEY REFERENCES

When developing your funding application, we encourage you to consult these following key reference documents:

- › **Te Pūnaha Hihiko: Vision Mātauranga Capability Fund Investment Plan:** Updated for the 2022 investment year, the government's strategy for investment from Te Pūnaha Hihiko.
- › The **Vision Mātauranga policy** outlines 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.

Access these documents and more on our [Te Pūnaha Hihiko: Vision Mātauranga Capability Fund webpages](#).

NGĀ PAEARU WHIRIWHIRINGA THE ASSESSMENT CRITERIA

An assessment panel will assess Connect and Placement Scheme proposals against the following criteria. Each criterion has a 25% weighting.

| TE PŪNAHA HIHIKO: VISION MĀTAURANGA CAPABILITY FUND PROPOSAL ASSESSMENT CRITERIA | |
|--|--|
| EXCELLENCE | <p>DEVELOPMENT OF PEOPLE, RELATIONSHIPS, AND SKILLS</p> <p>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?</p> |
| | <p>ABILITY TO DELIVER</p> <p>Key Question: What is the likelihood that the proposed outputs of the work programme will be achieved?</p> |
| IMPACT | <p>VISION MĀTAURANGA OUTCOMES</p> <p>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?</p> |
| | <p>BENEFITS TO RESEARCH, SCIENCE AND TECHNOLOGY</p> <p>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?</p> |



NGĀ TAKE WHAI-TAHARUA CONFLICTS OF INTEREST

We will publish the names of Assessors on the [Te Pūnaha Hihiko: Vision Mātauranga Capability Fund webpages](#) before your application is assigned to Assessors. 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 vmcf@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, e.g. family members, or
 - › a collaborator or in some other way involved with an applicant's proposal.
- › An **indirect** conflict of interest; where an Assessor:
 - › is employed by an organisation involved in a proposal but is not part of the applicant's proposal
 - › has a personal and/or professional relationship with one of the applicants, e.g. an acquaintance
 - › is assessing a proposal under discussion that may compete with their business interests.



TŪMATAITINGA PRIVACY

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

- › have confirmed their personal details and the nature and level of their involvement in the work described in the proposal is correct, and
- › are aware of our [IMS Privacy Statement](#) that describes how this information will be used and know the process to follow should any changes to this information be required.

TE WHAKATUTUKI I NGA WHAKARITENGA RARAUNGA A TE KĀWANATANGA O AOTEAROA MEETING THE NEW ZEALAND GOVERNMENT DATA REQUIREMENTS

We are committed to ensuring that all science data generated through its investments meets minimum expectations of good data management and public availability. If you receive funding, we expect you to comply with the [New Zealand Government Open Access and Licensing Framework](#). This framework advocates the use of Creative Commons² licences.

Proposals that include environmental science are subject to our [Environmental Data Management Policy Statement](#). If you receive new funding for research that includes environmental science you must agree to license under a [Creative Commons Attribution 3.0 New Zealand](#) licence (CC-BY) copyright works produced.

² Creative Commons, best known for its licenses, is a global non-profit organisation that enables sharing and reuse of creativity and knowledge through the provision of free legal tools. You can read more about Creative Commons at <https://creativecommons.org/>.

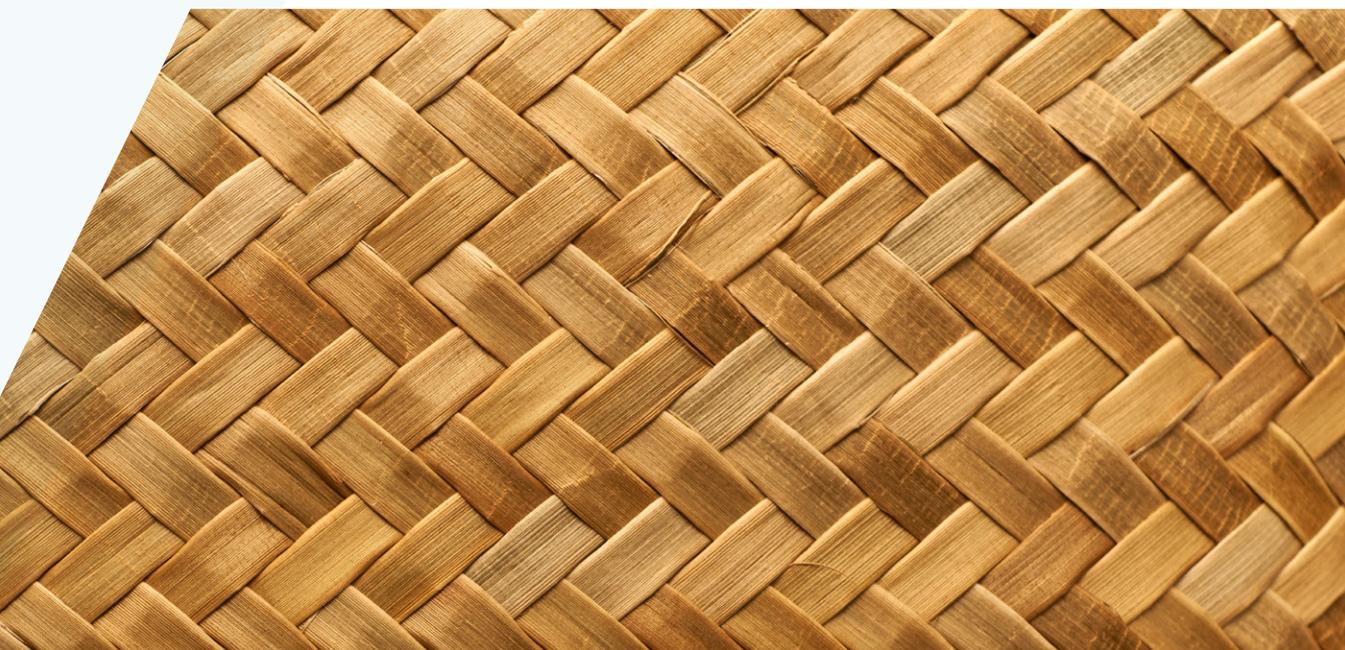
NGĀ WHAKATAUNGA TAHUA, MAHI KIRIMANA FUNDING DECISIONS AND CONTRACTING

TE TUKANGA NGĀ WHAKATAUNGA TAHUA THE DECISION MAKING PROCESS

MBIE's Deputy Secretary, Labour, Science and Enterprise will make the final investment decisions on which proposals will be funded and may:

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

We will advise the proposal's primary contact person of the funding decisions in April 2022. The successful applicants will be published on our [Te Pūnaha Hihiko: Vision Mātauranga Capability Fund webpages](#) and announced via a press release, or announced by the Minister for Research, Science and Innovation.



TE TUKANGA TUKU KIRIMANA THE CONTRACTING PROCESS

Successful applicants will enter into an investment contract and associated work programme agreement with us (subject to any pre-contractual conditions being met).

This agreement must be signed and returned to us within one month of receipt.

Contracting is subject to any pre-contractual conditions being met.

The terms and conditions of the Te Pūnaha Hihiko: Vision Mātauranga Capability Fund Investment Contract will apply to the provision of funding agreed between us and the Contracting organisation. By submitting a proposal, you are agreeing to the terms and conditions of the Te Pūnaha Hihiko: Vision Mātauranga Capability Fund Investment Contract. A sample contract is available on our [Te Pūnaha Hihiko: Vision Mātauranga Capability Fund webpages](#).

TE UTU UTUNGA ME NGĀ WHAKARITENGA PŪRONGO MŌ NGĀ KAITONO I WAIMARIE FUNDING PAYMENTS AND REPORTING REQUIREMENTS FOR SUCCESSFUL APPLICANTS

The contract holder must manage the funding to ensure delivery of the contracted work programme and adhere to any reporting requirements. Subject to specific contract conditions, MBIE funding will be provided 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).

The following table provides an overview of the contract reporting requirements for contracts.

| REQUIRED REPORTING | DUE DATE | REPORTING PERIOD |
|--------------------|---|---|
| Progress Report | One month before the mid-point of the work programme or as otherwise agreed with us | From the start date of the 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 | From the start date of the work programme to the end date of the programme |

These reports should be prepared jointly and include information provided from both the contract holder and Partner organisation(s), including an attestation letter from the Partner organisation(s) to confirm that the report has been prepared in conjunction with that organisation and that the information contained in the letter is accurate.



The reports should also include information on:

- › the status and progress towards delivering on the Impact Statement, Research Aims, and Critical Steps contracted
- › expenditure
- › co-funding contributions
- › mentoring arrangements
- › key achievements
- › emerging risks and what is being done to address them
- › an assessment of whether or not the work programme has or will lead to further Vision Mātauranga opportunities, the project's success in building skills and networks, and the effectiveness of the overall work programme.

Reports will be submitted in IMS and evaluated by us.

See the Te Pūnaha Hihiko: Vision Mātauranga Capability Fund Reporting Guidelines on our

[Te Pūnaha Hihiko: Vision Mātauranga Capability Fund webpages](#) for more detail.

HE KŌRERO ANŌ FURTHER INFORMATION

Email: Application queries: vmcf@mbie.govt.nz

IMS queries: imssupport@mbie.govt.nz

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

You can also [subscribe](#) to our Alert e-newsletter.

TĀTAUIRA TONO PROPOSAL TEMPLATE

This template details the information you should cover in your proposal for Te Pūnaha Hihiko: Vision Mātauranga Capability Fund. 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.

Ensure your proposal:

- > complies with the eligibility criteria outlined in this Call for Proposals
- > addresses the assessment criteria 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 work programme will support Vision Mātauranga
- > meets all applicable timing, formatting, system, or other similar administrative requirements as noted in this Call for Proposals.

Te Pūnaha Hihiko: Vision Mātauranga Capability Fund 2022 investment round proposals can be submitted to us in IMS from **15 September 2021 until 12 noon, 11 November 2021**.

These dates are subject to change. Any change will be notified via an [Alert](#) e-newsletter³. See page 22 for more detailed IMS information.

TE PŪNAHA HIHIKO: VISION MĀTAURANGA CAPABILITY FUND PROPOSAL TEMPLATE

Information Required

Adhere to word limits where noted. An asterisk (*) 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.

SUMMARY

| | |
|--------------------------|--|
| *Full title | Provide a descriptive name for your proposal. Do not use acronyms or abbreviations. Your short title will be used for everyday use and reference. |
| *Number of years funding | Specify the number of years you are requesting funding (either 1 or 2 years). |
| *Start and End date | Specify the start and end date for the work programme. Work programmes must start on 1 June 2022 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 and will receive MBIE communications and updates. |
| *Secondary Contact | Provide a name, email address and telephone number of a second contact person. This secondary contact must differ from the primary. |

ELIGIBILITY

| | |
|------------------------|--|
| *Single legal entity | Confirm that the Contracting organisation is a New Zealand based single legal entity able to receive and administer funds from us. |
| *Research organisation | Confirm that the Contracting organisation or the Partner organisation(s) is a research organisation or individual researcher. |
| *Māori organisation | Confirm that the Contracting organisation or the Partner organisation(s) identify as a Māori organisation. |

³ To sign up for these alerts, see <https://www.mbie.govt.nz/science-and-technology/science-and-innovation/subscribe/>

TE PŪNAHA HIHIKO: VISION MĀTAURANGA CAPABILITY FUND PROPOSAL TEMPLATE

Information Required

Adhere to word limits where noted. An asterisk (*) 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.

***Investment scheme** Tell us which scheme you are applying to: either the Placement or Connect Scheme (*not both*).

If you are applying for Placement Scheme funding, you will need to provide the name(s) of the individual(s) who will be the placement and provide their CV(s) with this application in the Project Team section.

***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

***Government agency funding** Confirm that your proposed work programme does not contain or overlap with activities already funded by a government agency.

If you are currently awaiting a funding decision from another government agency (for example, the National Science Challenges), provide the details of the funding agency and areas of overlap in the work programmes.

***Full time student** Confirm that:

- > you do not have any full time tertiary students in your team, and that
- > the work programme activities are not targeted towards school students.

***Activity location** Confirm that the majority of activities will be undertaken in New Zealand. If not, 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 that it has been signed by both the Contracting organisation and the Partner organisation(s).

ORGANISATION CAPABILITY

***Contracting and Partner organisation(s)**

Provide the category and region for your organisation (the Contracting organisation).

Provide the full name of your Partner organisation(s), and the category and region for each Partner organisation.

For each organisation, specify whether they are a Māori organisation, Research organisation, or individual researcher.

You may have more than one Partner organisation in your proposal.

If the Contracting organisation is a Research organisation, then the Partner organisation(s) must include a Māori organisation (and vice versa).

PROPOSAL

***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

300 words

| <p>TE PŪNAHA HIHIKO: VISION MĀTAURANGA CAPABILITY FUND PROPOSAL TEMPLATE</p> | | |
|---|---|--|
| <p>Information Required Adhere to word limits where noted. An asterisk (*) 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.</p> | | |
| | <p>your research to deliver and who the key beneficiaries of the research are.</p> <p>You may include publishable contact details. Do not include confidential information, references, hyperlinks, images, video, or audio files.</p> <p>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.</p> | <p><i>This limit includes words in a table.</i></p> |
| <p>*Executive summary</p> | <p>Summarise the overall objective of your research proposal and how you will achieve it. Include:</p> <ul style="list-style-type: none"> > why your research is needed (the issue or problem you are addressing), > what you propose to do (your hypothesis and scientific approach), and > what results, impacts or outcomes you expect, how they will be achieved, and who will use or benefit from them. <p>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.</p> <p>Do not include references, hyperlinks, images, video, or audio files.</p> | <p>600 words</p> <p><i>This limit includes words in a table.</i></p> |
| <p>*Iwi affiliation</p> | <p>Tell us the name of the iwi represented in your funding application.</p> | |
| <p>*Post – contract outcomes</p> | <p>Describe the expected long-term benefits of the work programme , and how these relate to your organisation:</p> <ul style="list-style-type: none"> > one year after the programme’s end date > two years after the programme’s end date > five years after the programme’s end date. <p>Do not include images in your response.</p> | <p>300 words</p> <p><i>This limit includes words in a table.</i></p> |
| <p>*Placement Scheme mentoring arrangements</p> | <p><i>Applicable to Placement Scheme proposals only.</i></p> <ul style="list-style-type: none"> > provide the name(s) of the placement individual(s) and provide their CV(s) > provide the name(s) and organisation(s) of the individual(s) who will mentor the placement > describe the mentoring arrangements that will be used to support the individual(s) delivering the work programme as part of the placement. | <p>300 words</p> |
| <p>*Assessment criteria</p> | <p>*Development of people, relationships and skills</p> <p><i>Key Question:</i> To what extent are longer-term skills, capability, networks, relationships and research opportunities likely to emerge and be sustained from the proposed work programme?</p> | <p>300 words</p> <p><i>This limit includes words in a table, references and citations.</i></p> |

TE PŪNAHA HIHIKO: VISION MĀTAURANGA CAPABILITY FUND PROPOSAL TEMPLATE

Information Required

Adhere to word limits where noted. An asterisk (*) 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.

| | | |
|--|---|--|
| | <p>Provide the relevant information that responds to the following questions:</p> <ul style="list-style-type: none"> > will the proposal go beyond 'business as usual' for the organisations involved? > will the 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 the 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 the proposed work programme? <p>Do not include images in your response.</p> | |
| | <p>*Ability to deliver</p> <p><i>Key Question:</i> What is the likelihood that the proposed outputs of the work programme will be achieved?</p> <p>Provide the relevant information that responds to the following questions:</p> <ul style="list-style-type: none"> > 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? <p>Do not include images in your response.</p> | <p>300 words</p> <p><i>This limit includes words in a table, references and citations.</i></p> |
| | <p>*Vision Mātauranga outcomes</p> <p><i>Key Question:</i> 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?</p> <p>Provide the relevant information that responds to the following questions:</p> <ul style="list-style-type: none"> > do the expected benefits align with the aspirations of the | <p>300 words</p> <p><i>This limit includes words in a table, references and citations.</i></p> |

| TE PŪNAHA HIHIKO: VISION MĀTAURANGA CAPABILITY FUND PROPOSAL TEMPLATE | | |
|---|--|--|
| <p>Information Required</p> <p>Adhere to word limits where noted. An asterisk (*) 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.</p> | | |
| | <p>Māori organisation?</p> <ul style="list-style-type: none"> > 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? <p>Do not include images in your response.</p> | |
| | <p>*Benefits to research, science and technology</p> <p><i>Key Question:</i> 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?</p> <p>Provide the relevant information that responds to the following questions:</p> <ul style="list-style-type: none"> > 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? <p>Do not include images in your response.</p> | <p>300 words</p> <p><i>This limit includes words in a table, references and citations.</i></p> |
| *Work programme | <p>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 progress and final reports.</p> <p>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.</p> <ul style="list-style-type: none"> > 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. > Structure your work programme as follows. | |

TE PŪNAHA HIHIKO: VISION MĀTAURANGA CAPABILITY FUND PROPOSAL TEMPLATE

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

For the **Impact Statement** provide:

- > A descriptive title
- > A detailed description
- > The start and end dates. These dates should match with the start and end of the contract.
- > One or more Research Aims.

For each **Research Aim** provide:

- > A descriptive title
- > A detailed description
- > A start date. This date should align with the earliest start date of the Research Aim's Critical Step(s).
- > An end date. This date should align with the latest end date of the Research Aim's Critical Step(s).
- > One or more Critical Steps.

For each **Critical Step** provide:

- > A descriptive title
- > A detailed description
- > The start and end dates. End dates should be spread across the work programme and not all end on the end date of the contract.

PAST PROPOSALS

*Past Te Pūnaha Hihiko: Vision Mātauranga Capability Fund proposals

Tell us if either the Contracting organisation or Partner organisation has been successful in any previous Te Pūnaha Hihiko: Vision Mātauranga Capability Fund investment rounds.

If no previous Te Pūnaha Hihiko: Vision Mātauranga Capability Fund funding has been received, state "Not Applicable".

If previous funding has been received, tell us the total number of successful Te Pūnaha Hihiko: Vision Mātauranga Capability Fund proposals from your combined organisations. And for each proposal tell us:

- > the contract ID,
- > the relevance of the previous project to the current proposal,
- > Te Pūnaha Hihiko: Vision Mātauranga Capability Fund funding round (year), and
- > the focus of the project and its outcome.

If the total number of successful applications from your combined organisations is greater than five, only include information for the **five proposals most relevant and related to this proposal**.

300 words

This limit includes words in a table and references.

TEAM

*Project team

Using the following table as a guide, detail the key personnel that will be involved in each year of funding, and provide Full Time Equivalents (FTEs) and supporting CVs.

TE PŪNAHA HIHIKO: VISION MĀTAURANGA CAPABILITY FUND PROPOSAL TEMPLATE

Information Required

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

Sample Team Table

| Role | Full Name | ¹ CV | FTE | Email address | Invited to register for and/or enter ORCID iDs | ² Invited to register and enter Diversity data |
|----------------|-----------|-----------------|-----------|---------------|--|---|
| Key researcher | Mandatory | Yes | Mandatory | Mandatory | Yes | Yes |
| Key individual | Mandatory | Yes | Mandatory | Mandatory | Yes | Yes |
| Placement | Mandatory | Yes | Mandatory | Mandatory | Yes | Yes |
| Other | Optional | No | Mandatory | Not Required | No | No |

¹For Team members where a CV does not accurately capture their status or knowledge appropriately, such as kaumātua or mātauranga holders, provide instead a summary of their expertise and relevant previous experience.

²As part of our diversity policy, these roles will be invited to register separately in the IMS Portal and enter their diversity data as part of their profile.

- > You can trigger a registration invitation to be sent to your team members when entering your project team information during the application phase. Once registered they will receive an email with information on how to then enter and manage their profile. For more information, refer to a [one page guide](#) which is also available on our [IMS portal webpage](#).
- > The time commitment for each team member is entered as FTEs. For example, 1.0 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.

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

BUDGET

***Total MBIE Funding requested**

Specify the total funding requested from us (*excluding GST*).
 For a proposal with a work programme 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*).

***Co-funding**

One partner involved in the project must provide a minimum of 10% of the requested MBIE funding, either cash or in-kind.
 Provide information on your co-funding arrangements. For each organisation providing co-funding:

- > provide the organisation name,
- > tell us whether the co-funding is cash or in-kind, and
- > 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.

| TE PŪNAHA HIHIKO: VISION MĀTAURANGA CAPABILITY FUND PROPOSAL TEMPLATE | | | | | | | | | | | | | |
|---|--|--|----|--------------------------------|----|--------------------------|----|------------------------|----|------------------------|----|-------|------|
| <p>Information Required</p> <p>Adhere to word limits where noted. An asterisk (*) 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.</p> | | | | | | | | | | | | | |
| 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 (<i>excluding GST</i>). | | | | | | | | | | | | |
| *Budget | <p>For each year of the project, provide a budget for the project using the following headings:</p> <ul style="list-style-type: none"> > Personnel cost > Travel > Overheads > Consumables > Subcontracting <p>Travel costs should not exceed 25% of the budget.</p> <p>Funding does not allow for annual inflation adjustments over the term of the contract.</p> <p>Total income (co-funding and requested MBIE funding) must equal expenditure and all values should exclude GST.</p> | | | | | | | | | | | | |
| OTHER INFORMATION | | | | | | | | | | | | | |
| Intellectual property management plan | <p>If your work programme's research activity is likely to generate intellectual property, provide details of your intellectual property management plan. If your proposal will not result in intellectual property, state "Not Applicable".</p> <p>For more information refer to the intellectual property protection information on business.govt.nz.</p> | | | | | | | | | | | | |
| *Profiling | <p>Please confirm that your application makes a significant contribution to Māori research and innovation.</p> <p>Please indicate what percentage the proposal makes to a significant contribution to Māori research and innovation (total must equal 100%).</p> <table border="1"> <tbody> <tr> <td>Not specifically relevant to Māori and not involving Māori</td> <td>0%</td> </tr> <tr> <td>Specifically relevant to Māori</td> <td>0%</td> </tr> <tr> <td>Research involving Māori</td> <td>0%</td> </tr> <tr> <td>Māori centred research</td> <td>0%</td> </tr> <tr> <td>Kaupapa Māori research</td> <td>0%</td> </tr> <tr> <td>Total</td> <td>100%</td> </tr> </tbody> </table> | Not specifically relevant to Māori and not involving Māori | 0% | Specifically relevant to Māori | 0% | Research involving Māori | 0% | Māori centred research | 0% | Kaupapa Māori research | 0% | Total | 100% |
| Not specifically relevant to Māori and not involving Māori | 0% | | | | | | | | | | | | |
| Specifically relevant to Māori | 0% | | | | | | | | | | | | |
| Research involving Māori | 0% | | | | | | | | | | | | |
| Māori centred 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. | | | | | | | | | | | | |
| *Special ethical and regulatory requirements | <p>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.</p> <p>If no ethical or regulatory requirements or approvals apply to your proposed research simply state "Not Applicable".</p> <p>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.</p> | | | | | | | | | | | | |

TE TUKU TONO I IMS

SUBMITTING PROPOSALS IN IMS

Proposals applying for funding from Te Pūnaha Hihiko: Vision Mātauranga Capability Fund 2022 investment round are entered and submitted in our Investment Management System (IMS) – a secure online portal.

Proposals can be submitted to us in IMS from **15 September 2021 until 12 noon, 11 November 2021**. These dates are subject to change. Any change will be notified via an [Alert](#) e-newsletter.

For all IMS queries, e-mail or call:

Email imssupport@mbie.govt.nz

Phone 0800 693 778

(Monday to Friday, 8:30am to 4:30pm)

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.

TE URUNGA KI IMS 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 us 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 | <ul style="list-style-type: none"> > see and/or work on funding applications to which they are authorised > submit completed registrations/applications/proposals to your Super User for quality assurance (QA). |
| Super User | <ul style="list-style-type: none"> > 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 > perform QA and submit completed applications to MBIE. |

Navigating IMS

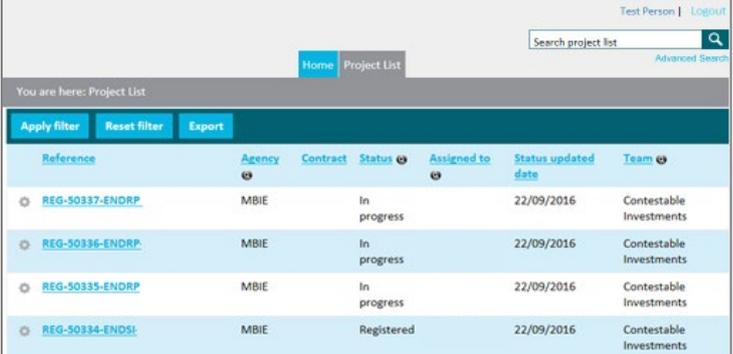
The IMS Home tab

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.



| Reference | Agency | Contract | Status | Assigned to | Status updated date | Team |
|-----------------|--------|----------|-------------|-------------|---------------------|-------------------------|
| REG-50337-ENDRP | MBIE | | In progress | | 22/09/2016 | Contestable Investments |
| REG-50336-ENDRP | MBIE | | In progress | | 22/09/2016 | Contestable Investments |
| REG-50335-ENDRP | MBIE | | In progress | | 22/09/2016 | Contestable Investments |
| REG-50334-ENDSI | MBIE | | Registered | | 22/09/2016 | Contestable Investments |

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.

TE WHAKAURU ME TE TUKU I TĒTAHI TONO ENTERING AND SUBMITTING A PROPOSAL

You can enter and submit a proposal in IMS between 15 September 2021 and 12 noon, 11 November 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 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 **2022 Vision Mātauranga Capability Fund** from the Investment Process field.
4. Enter the title of your project in to the **Full title** field and then click the **Create** button.

Do not use acronyms or abbreviations. Your short title will be used for everyday use and reference.

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

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

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

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

You can copy and paste your prepared information directly into the IMS fields.

Where directed upload documents. 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 (*).

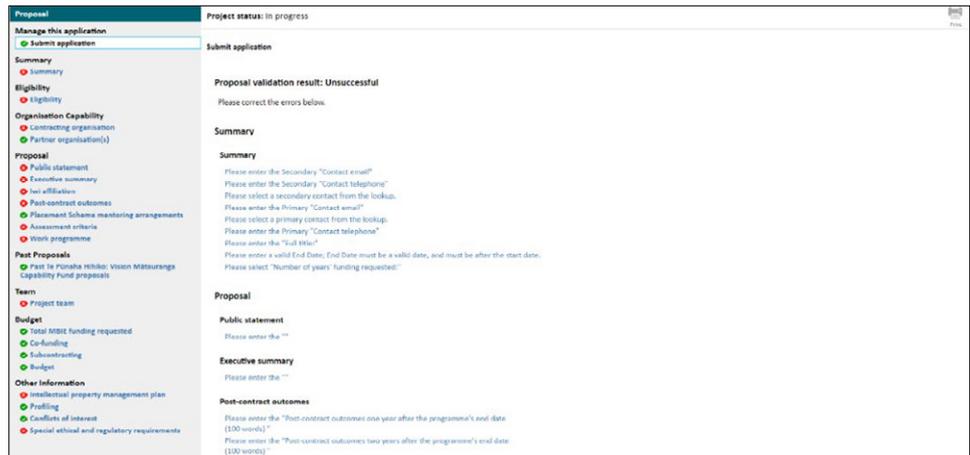
- > fields with a red * must be completed before you can save and close the current section
- > fields with a black * must be completed before you can submit your application.

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 **Submit application** 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.

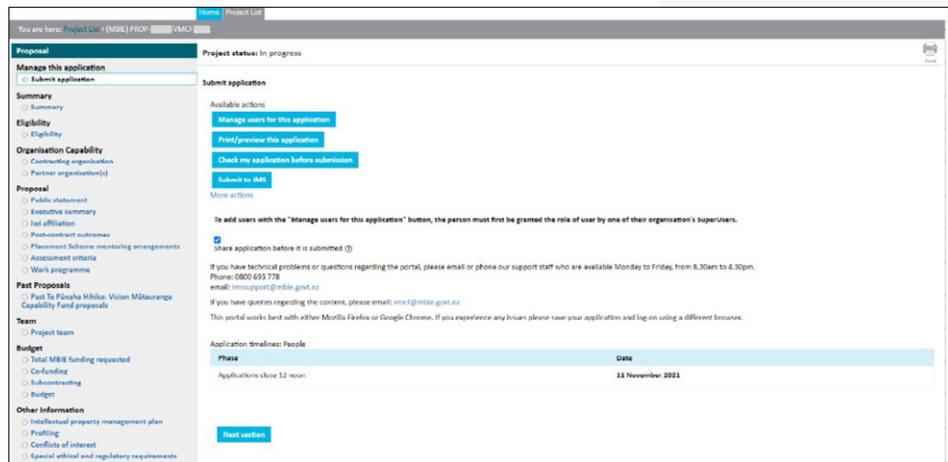


- > If the validation is successful, every section in the navigation panel is marked with the  symbol
- > If errors and/or incomplete fields are detected, these will display as:
 - > light blue coloured error message hyperlinks in the Proposal validation result section
 - > a  symbol will display next to the sections in navigation panel that are incomplete or contain errors.

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 .

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

On achieving a successful validation click the **Submit to QA** button (*Users*) or the **Submit to IMS** button (*Super Users*).



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.

TE WHAKAHAERE I NGĀ TONO PŪTEA ADMINISTERING FUNDING APPLICATIONS

Checking the Progress of your Funding 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 Funding Application

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

| THE STATUS... | INDICATES YOUR FUNDING 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 'Not Submitted'. You will be able to view the application and/or delete it. You will not be able to edit it or submit the application. |
| 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 Funding 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 a Funding Application

You can withdraw your proposal at any time **before** it has been submitted.

A withdrawn proposal cannot be edited or resubmitted to us. It remains in your organisation's project list with a status of **Not Progressing** and can be viewed and printed if needed.

If you wish to withdraw a submitted proposal, email the [IMS Support Team](#).

▶ To withdraw an un-submitted proposal:

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

Updating your Details

From the **Home** tab of IMS, you can maintain your details held in IMS as and when required.

▶ 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, click the **Change password** button on the **Home** tab.

Maintaining your Organisation's Contact Details

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

Person lookup ✕

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

Person:

Organisation:

Search Reset Add

1 person found.

| Lastname | Firstname | Organisation | |
|----------|-----------|--------------|--|
| Mr | Bloggs | Joe | Bloggs Research Lir Use Delete Edit |

<< first < prev next > last >>

Cancel

▶ 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.

NGĀ TURE ME NGĀ HERE E PĀ ANA KI TĒNEI KARANGA MŌ NGĀ TONO TERMS AND CONDITIONS RELATING TO THIS CALL FOR PROPOSALS

You must submit your proposal by **12 noon, 11 November 2021**, or as notified through MBIE [Alerts](#).

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

1. General

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

2. Investigations and reliance on information

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

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

3. Reliance by applicants

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

4. Reliance by MBIE

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

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

5. Inducements

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

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

6. Ownership and intellectual property

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

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

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

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

7. Confidentiality

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

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

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

8. The proposal process

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

- > MBIE may amend, suspend, cancel and/or re-issue the Call for Proposals or any part of the Call for Proposals.
- > MBIE may make any material change to the Call for Proposals (including any date) on the condition that you are given a reasonable time within which to respond to the change.
- > In exceptional circumstances, MBIE may accept a late proposal where it considers that there is no material prejudice to other applicants.
- > MBIE may waive irregularities or requirements in or during the Call for Proposals process where it considers it appropriate and reasonable to do so.
- > Your proposal may not be approved for funding.
- > All or any proposal(s) may be rejected.
- > Your proposal may be accepted in whole, or in part.
- > Any information you provide to MBIE with your proposal may be retained or destroyed.
- > Clarification may be sought from any applicant(s) in relation to any matter in connection with the Call for Proposals process.
- > Any applicant(s) may be contacted, which may be to the exclusion of any other applicant(s), at any time before or after the approval (if any) of proposal(s).
- > MBIE may reject, or not consider further, any documentation related to your proposal that may be received from you, unless it is specifically requested.
- > This Call for Proposals process may be run in such manner as MBIE may see fit.

9. No contractual obligations created

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

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

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

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

10. No process contract

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

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

11. Exclusion of liability

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

- > The assessment process
- > The preparation of any proposal
- > Any investigations of or by any applicant
- > Concluding any contract
- > The acceptance or rejection of any proposal
- > The suspension or cancellation of the process contemplated in this Call for Proposals, or
- > Any information given or not given to any applicant(s).

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

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

12. Costs and expenses

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

13. Governing law and jurisdiction

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

14. Disclosure of information

14.1 MBIE may make public the following information:

- > The proposal title
- > The name of the applicant (the Contracting organisation)
- > The names of all Partner organisations
- > The Fund and investment scheme (Connect or Placement) from which the proposed work programme would be funded
- > The public statement (as provided in the proposal)
- > The public statement (as provided in the Progress report and/or Final report)
- > The total amount of funding provided
- > The contract number (if funded)
- > The contract start and end dates (if funded)
- > The contract status (if funded)

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



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

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