# Te Pūnaha Hihiko: Vision Mātauranga Capability Fund 2024 Proposal Template

Use this template to complete your proposal for the Te Pūnaha Hihiko: Vision Mātauranga Capability Fund. For information about this funding opportunity, see our [web pages](https://www.mbie.govt.nz/science-and-technology/science-and-innovation/funding-information-and-opportunities/investment-funds/vmcf/).

By submitting a proposal, you are agreeing to [MBIE’s funding policies, terms and conditions](#_MBIE’s_funding_policies,).

You are responsible for ensuring that all parties cited 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
* read and accepted the terms and conditions of submitting a proposal and the information we may make public.

### Proposal Completion and Submission Requirements

* Use this template to complete your proposal in MS WORD and then copy the content into our [Investment Management System (IMS).](https://ims.msi.govt.nz/myfrst/)
* If you do not have access to IMS you will need to [request access to IMS](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.mbie.govt.nz%2Fassets%2Finvestment-management-system-access-request-form.docx&wdOrigin=BROWSELINK) before you can complete your application. Please make sure you request access at least one week before you want to submit your application.
* Respond to all questions and use sub-headings if appropriate to improve readability.
* Do not use pictures, graphs, and hyperlinks.
* Complete your application before 12 noon, 11 October 2023. Any change to this date will be notified via email and published on the MBIE website. To be added to the email notification list, [subscribe](https://confirmsubscription.com/h/r/518BD57FB2880987) to updates.

## Proposal Template

### Section 1: Summary

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| * 1. **New Zealand Business Number (NZBN)**

This will be populated from IMS user information.If there is no NZBN shown below, please contact IMSsupport@mbie.govt.nz with your number. |
| * 1. **Registration number**

If you are a Trust, Incorporated Society or Company your registration number will show here, this will be populated from IMS user information.If there is no registration number shown below please contact IMSsupport@mbie.govt.nz with your number. |
| * 1. **Total MBIE funding requested**

This information is automatically populated from the funding requested subsection under Budget section. |
| * 1. **Project 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.Enter your answer here... |
| * 1. **Number of years funding**

Specify the number of years you are requesting funding (either 1 or 2 years).Enter your answer here... |
| * 1. **Project start and end dates**

Specify the start and end date for the work programme. Work programmes must start on 1 June 2024 and can run for up to 2 years (no later than 31/05/2026).Enter your answer here... |
| * 1. **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.Enter your answer here... |
| * 1. **Secondary contact**

Provide a name, email address and telephone number of a second contact person. This secondary contact must differ from the primary.Enter your answer here... |

### Section 2: Eligibility

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| * 1. ****Eligibility****

Confirm that your application meets the Fund’s eligibility criteria below. Applications who don’t meet these criteria will be declined funding on eligibility grounds. Eligibility criteria include:* + The Contracting organisation is a New Zealand based single legal entity able to receive and administer funds from us.
	+ The Contracting organisation or the Partner organisation(s) is a research organisation or individual researcher.
	+ The Contracting organisation or the Partner organisation(s) identify as a Māori organisation
	+ 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.
	+ 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.* + Your team does not include any full-time tertiary students.
	+ Your work programme activities are not targeted towards school students.
	+ Your proposal must not benefit a Russian state institution (including but not limited to support for Russian military or security activity) or an organisation outside government that may be perceived as contributing to the war effort.
	+ 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.* + 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
	+ 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).

Once you have selected the file to upload, click “Save” below, this will upload the document.Any document that you upload will automatically be converted to PDF format. Please open the PDF version to check that it is consistent with your original document.Note that some documents may take a minute to convert.Answer Yes/No |

### Section 3: Organisation Capability

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| **3.1 **Contracting organisation****Select the classification, category, and region for your organisation.If the Contracting organisation is a Research organisation, then the Partner organisation(s) mustinclude a Māori organisation (and vice versa).Enter your answer here... |
| * 1. **Partner organisation**

Provide the full name of your Partner organisation(s), and the classification, category and region for each Partner organisation. A Partner organisation may be a Research organisation, a Māori organisation, or an individual researcher.You may have more than one Partner organisation in your proposal.If the Contracting organisation is a Research organisation, the Partner organisation(s) must include a Māori organisation (and vice versa).Enter your answers here….In 300 words or less, describe the partnership, and the contribution from each organisation (for example, access to resources or specialised equipment, mandate from tangata whenua including the scope, Kaupapa statement by the community in terms of tikanga illustrating how it will keep the mahi safe, and co-funding etc.)Enter your answers here…. |
| * 1. **Iwi affiliation**

**Tell us the name of the iwi represented in your funding application.**Enter your answer here…. |

### Section 4: Proposal

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| * 1. **Public statement**

In 300 words or less, tell us the story of your research in language understandable to the general public. Briefly explain why your research is needed, how you will achieve your objectives, what benefits you expect your research to deliver and who the key beneficiaries of the research are.You may include publishable contact details. Do not include confidential information, references, hyperlinks, images, video, or audio files.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.Enter your answer here... |
| * 1. **Project Summary**

In 600 words or less, tell us in detail the overall objective of your research proposal and how you will achieve it. Include:* + 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.

The Project summary is your opportunity to introduce Assessors and us at MBIE to your research. Be specific and clearly articulate your strategy and methodology. Present a clear picture of the issue or problem, your audience, and the potential impact(s) that your project will have.Do not include references, hyperlinks, images, video, or audio files.Enter your answer here... |
| * 1. **Assessment criteria - Development of people, relationships and skills (25%)**

**Key Question: In 300 words or less describe to what extent are longer-term skills, capability, networks, relationships and research opportunities likely to emerge and be sustained from the proposed work programme?****Assessors will be considering the following:*** + **how does your proposal go beyond ‘business as usual’ for the organisations involved?**
	+ **how does your proposal lead to the formation of capability, networks and relationships, for example the formation of a new partnership between a Māori organisation and a Research organisation?**
	+ **to what extent does your work programme substantially develop capability and skill of the individuals involved?**
	+ **how does this new partnership lead to a long-term collaboration and benefits beyond the term of the proposed work programme?**

**Do not include hyperlinks, images, video, or audio files.**Enter your answer here... |
| * 1. **Assessment criteria - Ability to deliver (25%)**

**Key Question: In 300 words or less describe what is the likelihood that the proposed outputs of the work programme will be achieved?****Assessors will be considering the following:*** + **does the team have the appropriate mandate to conduct this work?**
	+ **are all involved parties appropriately resourced and supported?**
	+ **does 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 your work programme appropriately resourced, including management, mentoring and support arrangements?**
	+ **have you identified challenges to delivery and provided a mitigation plan?**

**Do not include hyperlinks, images, video, or audio files.**Enter your answer here... |
| * 1. **Assessment criteria - Vision Mātauranga outcomes (25%)**

**Key Question: In 300 words or less describe 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?****Assessors will be considering the following:*** + **do the expected benefits align with the aspirations of the Māori organisation?**
	+ **will the capability and leadership of Māori researchers be developed?**
	+ **will the project outcomes be disseminated to participating or wider Māori groups?**
	+ **how does your proposal address the Vision Mātauranga theme(s) selected?**
	+ **will your proposal integrate science and technology and mātauranga Māori?**
	+ **will your proposal result in ‘distinctive’ or ‘innovative’ deliverables?**

**Do not include hyperlinks, images, video, or audio files.**Enter your answer here... |
| * 1. **Assessment criteria - Benefits to research, science and technology (25%)**

**Key Question: In 300 words or less describe 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?****Assessors will be considering the following:*** + **does 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?**

**Do not include hyperlinks, images, video, or audio files.**Enter your answer here... |
| * 1. **Work Programme**

**The work programme sets out the proposed work to be carried out over the term of the project. It will show how well you have planned your project and is used by us to monitor achievement of your project deliverables during the assessment of your progress and final reports.****Comprising of an Impact Statement and Research Aims, your work programme should reflect the key elements and milestones of the project, their sequencing and timing.*** + **The Impact Statement is a description of the high-level impacts or outcomes of the work programme. Your work programme must have one Impact Statement.**
	+ **Research Aims are measurable objectives, such as key steps, stages or milestones required to achieve the Impact Statement. Research Aims 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.**
	+ **Structure your work programme as follows.**

**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**
	+ **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. The end dates should not go beyond the end date of the Impact Statement.**

Enter your answers here... |
| * 1. **Post – contract outcomes**

**In 100 words or less for each of the timeframes below (total of 300 words), describe the expected long-term benefits of the work programme, and how these relate to your organisation:*** + **one year after the programme’s end date**
	+ **two years after the programme’s end date**
	+ **five years after the programme’s end date**

**Do not include images in your response.**Enter your answer here... |

### Section 5: Past proposals

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| * 1. **Past Te Pūnaha Hihiko: Vision Mātauranga Capability**

**In 300 words or less, 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.**Enter your answer here... |

### Section 6: Team

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| * 1. **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.Tell us about your project team’s:* + Skills and experience with similar projects.
	+ Ability to connect with the target audience.

Sample Team Table

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Role  | Full Name | CV | FTE | Email Address | Invited to register for and/or enter ORCID iDs | Invited to register and enter Diversity |
| \*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* |

**Note the mandatory roles (\*). You will need to name at least one Key researcher plus at least one Placement (if applying for the Placement Scheme). If applying for the Connect Scheme you do not need to include a Placement individual(s).****Key Role Descriptions:****Key researcher:** team members involved in the research, whose expertise is critical to the success of the project, they may be from either the contracting or partner organisation(s). At least one Key Researcher must be named.**Key individual:** an individual with a significant role in the project. For example, research assistants, project manager/leader, contract manager.**Placement:** full or part-time named skilled researcher(s) from a Research organisation or individual researcher, into a Māori organisation; or vice versa.**Other**: a significant role that does not fit the above categories.**CV:*** + For 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.
	+ CVs do not have to comply with the standard New Zealand Research, Science and Innovation (RS&I) CV template.

**FTE (Full-Time Equivalent):*** + The time commitment for each team member is entered as FTEs. For example, 1 FTE is the hours worked by an employee on a full-time basis.
	+ If the total FTE of the contract is less than 0.5, provide information about how the work programme will be achieved.

**Invite to register for and/or enter ORCiD iDs:*** + All Key researchers, Key individuals and Placements must be invited to register for an ORCiD iD.
	+ Registration itself is not mandatory. If team members already have ORCiD iDs, they will not be required to register again.
	+ More information about ORCiD iDs and how we use ORCiD iDs is available on the [MBIE webpage](https://www.mbie.govt.nz/science-and-technology/science-and-innovation/research-and-data/orcid-id/).

**Invite to register and enter Diversity data:*** + As part of our diversity policy, all Key researchers, Key individuals and Placements 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](https://www.mbie.govt.nz/dmsdocument/2032-collecting-diversity-information-pdf) which is also available on our [IMS webpage](https://www.mbie.govt.nz/science-and-technology/science-and-innovation/funding-information-and-opportunities/process/ims/).

We will not fund salaries of individuals employed by local or central government but may fund other costs associated with their involvement.Enter your answers here... |
| * 1. **Placement Scheme mentoring arrangements**

**Applicable to Placement Scheme proposals only. In 300 words or less:*** + **provide the name(s) of the placement individual(s) and placement individual(s) organisation**
	+ **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.**Enter your answer here... |

### Section 7: Budget

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| * 1. **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).**

Enter your answer here... |
| * 1. **Co-funding**

**If co-funding is provided (by either organisation), please tell us:*** + **the organisation name**
	+ **whether the co-funding is cash or in-kind**
	+ **the value per year (excluding GST).**

Enter your answer here...**Cash co-funding** 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.

**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. |
| * 1. **Subcontracting**

**For each year of funding, list the names of the subcontractors from other organisations that you may engage to complete your proposed research and the amount they will be paid (excluding GST).**Enter your answer here... |
| * 1. **Budget**

Using the following table as a guide, provide us with your project’s budget for each project year. Show clearly how the requested MBIE funding and any co-funding will be used to cover your project costs. Please ensure you complete the budget for all project years:**Sample Budget Table** Use this table to prepare and structure your budget. All values should exclude GST.

|  |  |  |  |
| --- | --- | --- | --- |
| Budget Item |  | Subtotals*(excl. GST)* | Project Total |
| Itemised breakdown  |
|  |  |  | 0.00 |
| Income | Requested Funding | 0.00 | 0.00 |
| Co-fundingFor example, resource contributions | 0.00 |
| Expenses |  | 0.00 |
| Personnel costs | 0.00 |
| 1 Travel - for example, flights and rental cars, etc. | 0.00 |
| Overheads | 0.00 |
| Consumables (for example, printing, stationary, equipmentpurchase/hire) | 0.00 |
| Sub-contracting | 0.00 |

1 Travel costs should not exceed 25% of the budget.Funding does not allow for annual inflation adjustments over the term of the contract.**Grand total:** is calculated as income (requested funding + co-funding) minus expenditure (expenses). This should equal zero. |

### Section 8: Other information

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| * 1. **Intellectual Property**

**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”.****For more information refer to the intellectual property protection information on** [business.govt.nz](https://www.business.govt.nz/)**.**Enter your answer here... |
| * 1. **Relevance to Māori**

**Please confirm that your application makes a significant contribution to Māori research and innovation.****Please indicate what percentage the proposal makes to a significant contribution to Māori research and innovation (total must equal 100%).**

|  |  |
| --- | --- |
| Not specifically relevant to Māori and not involving Māori 0% | 0% |
| Specifically relevant to Māori 0% | 0% |
| Research involving Māori 0% | 0% |
| Māori centred research 0% | 0% |
| Kaupapa Māori research 0% | 0% |
| Total  | 100% |

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| * 1. **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.**Enter your answer here... |
| * 1. **Special ethical and regulatory requirements Animal-related ethical issues**

**Are any ethical and/or regulatory approvals needed to conduct the proposed work?****If yes, have these been sought or obtained and why are they required?****If no ethical or regulatory requirements or approvals apply to your proposed research simply state “Not Applicable”.****If approvals have not yet been obtained, tell us how and when you expect to do so.****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.**Enter your answer here... |

## MBIE’s funding policies, terms and conditions

By submitting an application, you are accepting and agreeing to MBIE’s funding policies, terms and conditions. Neither this funding opportunity, nor any contract resulting from the invitation process is intended to create a partnership agreement between MBIE and the Applicant.

### Funding policies

Our funding polices show our commitment to:

* everyone having a fair and equal opportunity to participate in the science system to their fullest potential, and
* ensuring that all science data generated through its investments meets minimum expectations of good data management and public availability.

For more see our web page [Agencies, policies and budget initiatives](https://www.mbie.govt.nz/science-and-technology/science-and-innovation/agencies-policies-and-budget-initiatives/).

### Funding 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.

1. 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.

1. 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.

1. 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.

1. 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.

1. 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.

1. 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.

1. 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.
1. 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.

1. 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.

1. 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 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.

1. Costs and expenses

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

1. 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.

1. Disclosure of information

14.1 MBIE may make public the following information:

* The proposal title
* The name of the successful Host (the Contracting organisation)
* The names of all Partner organisations
* The public statement (as provided in the proposal)
* The public statements in the Progress report(s) and/or Final report) (if funded)
* 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.