# Research Programmes Full Proposal Template - 2024 Investment Round for the Endeavour Fund

Use this template to complete your Full Proposal for the Research Programmes 2024 Investment Round. 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/endeavour-fund/).

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.

### Full Proposal Completion and Submission Requirements

* Use this template to complete your proposal in MS WORD and then copy the content into Pītau our online Investment Management System.
* To access Pītau you will first need a [RealMe](https://www.realme.govt.nz/) account.
* Once you have a RealMe account you will need to [request access](https://www.mbie.govt.nz/science-and-technology/science-and-innovation/funding-information-and-opportunities/process/ims/) to Pītau
* Respond to all questions and use sub-headings if appropriate to improve readability.
* Adhere to word limits and this includes words used in tables.
* Complete your proposal before 12 noon, 6 March 2024. 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 to Endeavour Alerts](https://confirmsubscription.com/h/r/518BD57FB2880987).

## Full Proposal Template

### Section 1: Key Information

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| * 1. **Title (12 words maximum)**   Update your title, if required, to provide a meaningful and accurate descriptive title that identifies the nature of the proposal.  Do not include acronyms or abbreviations. Titles should clearly reflect the nature of the research involved. Avoid puns, cryptic or humorous “tabloid” style titles.  Enter your answer here... |
| * 1. **Start Date and End Date**   The start date and end date are auto populated from your registration and cannot be changed.  Enter your answer here... |
| * 1. **Total Funding Requested**   This is auto populated from the requested funding in the Financial Information section. |
| * 1. **Contact Details – Application Administrator**   Validate or update the name, email and telephone number for the below:   * + Application Administrator - This person must have the authority to discuss your application with us and will receive MBIE communications and updates during the submission phase. It is usually someone from your Research Office and should not be the Principal Investigator/Programme Leader.   + Back-up Application Administrator – This person must differ from the Application Administrator. |
| * 1. **Contact Details – Contract Administrator**   Validate or update the name, email and telephone number for the below:   * + Contract Administrator - Should your application be approved for investment this person must have the authority to discuss your contract with us and will receive MBIE communications and updates during the term of the contract. It is usually someone from your Research Office and should not be the Principal Investigator/Programme Leader.   + Back-up Contract Administrator - This person must differ from the Contract Administrator.   The Back-up Contract Administrator and Back-up Application Administrator can be the same person. |
| * 1. **Eligibility**   Confirm that your application meets the eligibility criteria set out in the [Gazette Notice](https://gazette.govt.nz/notice/id/2023-go3115):  Proposals must:   * + be made by a New Zealand-based Research Organisation or a New Zealand-based legal entity representing a New Zealand-based Research Organisation   + be designed so that the majority of benefits accrue outside of the Research Organisation or legal entity which represents the Research Organisation   + not be made by a department of the public service as listed in Schedule 2 of the Public Service Act 2020   + be made under an investment mechanism specified in the [Gazette Notice](https://gazette.govt.nz/notice/id/2023-go3115)   + be for research, science or technology, or related activities, the majority of which are to be undertaken in New Zealand, unless the Science Board considers that there are compelling reasons to consider the proposals, despite the amount of research, science or technology or related activities being proposed to be undertaken overseas   + 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   + meet any applicable timing, formatting, system or other similar administrative requirements imposed by MBIE in supplying administrative services to the Science Board under section 10(7) of the RS&T Act 2010   + advise that the proposed funding recipient will, and the Science Board is of the view that it can adhere to the terms and conditions of funding set out in an investment contract determined by the Science Board   + not be for activities already funded elsewhere.   In addition to the above criteria, to be eligible:   * + research proposals can include some out-of-scope research outcomes (health which includes cost savings to the healthcare system, defence and expanding knowledge) and remain eligible, as long as the sum of these outcomes is less than 50% of the proposal’s outcomes.   Please note that applications determined to be ineligible by the Science Board cannot be awarded funding.  Confirm you meet all the eligibility criteria.  If you are unsure whether your application meets these criteria, please explain why.  Explain why here…  Does your application meet these criteria? Yes/No |
| * 1. **Executive Summary (560 words maximum)**   Using only material present in your proposal, summarise the overall objective of your proposed research and how you will achieve it, including:   * + why your research is needed (the issue or problem you are addressing)   + what you propose to do (your hypothesis and scientific approach)   + your proposed team   + the difference you expect to make and who will benefit.   The Executive Summary is your opportunity to introduce Assessors and the Science Board to your idea, your team, the potential outcome(s) of that research and methodology.  When writing the Executive Summary, it is useful to break the summary into short paragraphs using the headings of Science, Team, Benefit to New Zealand and Implementation Pathway(s).  You may wish to use the Proposal Summary entered at Registration as a basis for your Executive Summary.  Do not include references, hyperlinks, images, video, or audio files.  **Enter your answer here...** |
| * 1. **Research Key Words**   The key words will be auto populated from those selected at Registration and cannot be changed. |
| * 1. **Public Statement (280 words maximum)**   It is important to capture the essence of your research in a way that can be understood by a wider audience and can be used for media purposes. Include if required, publishable contact details that can be used by members of the public and/or the media.  **The statement is not used for assessment purposes.**  The public statement may be published on MBIE's website if your proposal is funded.  Do not include confidential information, references, hyperlinks, images, video or audio files.  **Enter your answer here...** |

### Section 2: Performance Area

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| * 1. **Vision Mātauranga (500 words maximum)**   Will this proposal give effect to the Vision Mātauranga policy? i.e., realise the potential of Māori people, knowledge, and resources?  Answer Yes or No  Explain your answer:  If 'yes': how will this proposal give effect to the Vision Mātauranga policy? In describing impacts to be realised for New Zealand, include the specific activities, outputs and outcomes that will create impact for Māori.  If 'no': describe how Vision Mātauranga was considered and the rationale for the position taken.  Enter your answer here….  What best describes the use of mātauranga Māori in your project? Choose from either:   * + It does not contain mātauranga Māori   + There is some mātauranga Māori but it’s not the main science knowledge   + There is a balance mātauranga Māori and other science knowledge   + Mātauranga Māori is the central knowledge system in this project   What percentage of the proposed activities will use a kaupapa Māori methodology?  Enter your answer here… |
| * 1. **Excellence (1120 words maximum)**   Science Excellence  Describe your excellence of your research by explaining the points outlined below in a way/order that is logical for your proposal:   * + the science or technical issue or problem you are aiming to address   + your overarching research question or hypothesis that addresses the identified issue or problem   + the relevance of this hypothesis to the issue or problem identified   + how your approach is ambitious in terms of scientific risk, technical risk, novelty, and/or innovative approaches noting that early-stage research may pose higher scientific or technical risk than later-stage research   + the new knowledge, approaches and/or technological advances that will be enabled by your proposed approach   + how your method and high-level approach (methodology) will deliver your Work Programme   + how your research is positioned in the wider domestic and international research context   + where your research gives effect to the Vision Mātauranga policy, how it will recognise the distinctive research, science and innovation contributions of Māori people, knowledge and resources, including mātauranga Māori   + how you will progress and disseminate the new knowledge generated (beyond publications).   You may include images but not hyperlinks, video, or audio files. Any words used in images must be explanatory only and not introduce new information.  Reference where applicable but do not duplicate information provided in the Work Programme, Methods and Research Plan sections.  Enter your answer here... |
| * 1. **Science Risk (280 words maximum)**   Describe your mitigation strategies and/or contingency plans in relation to the scientific and technical risks of the proposed research (excluding delivery of the research, as this should be described under Team Risk).  You may include images but not hyperlinks, video, or audio files. If you upload a table as an image, you must account for the words in the overall word count.  Enter your answer here... |
| * 1. **Team Excellence (560 words maximum)**   Provide confidence that your team can deliver the proposed research by describing the following in a way/order that is logical for your proposal:   * + their skills, knowledge and experience relevant to the proposed activities   + how the mix of skills is appropriate for the proposed activities, including appropriate Māori expertise.   You may include images but not hyperlinks, video, or audio files. Any words used in images must be explanatory only and not introduce new information.  Enter your answer here... |
| * 1. **Team Risk (280 words maximum)**   Describe how you will manage the risks associated with the team's delivery of the proposed research, including but not limited to:   * + project management   + provision of mentoring for Early Career Researchers   + limits on student availability   + succession planning   You may include images but not hyperlinks, video, or audio files. If you upload a table as an image, you must account for the words in the overall word count.  Enter your answer here... |
| * 1. **Impact Statement (140 words maximum)**   Describe the outcomes and/or impacts the proposal aims to achieve by the end date specified. Impact Statements go one step beyond research outputs such as research papers or client reports, and typically include transfer of the research to, or uptake by, end-users.  There can only be one Impact Statement.  Do not include references, hyperlinks, images, video, or audio files.  Enter your answer here... |
| * 1. **Impact (1120 words maximum)**   Benefit to New Zealand  In applying for Research Programmes funding under the Protect and Add Value Impact category, describe the public benefits of your research by explaining the points below in a way/order that is logical for your proposal:   * + the problem to be solved or the opportunity to be taken and how this is important/relevant to New Zealand   + the scale and extent of potential benefits from the proposed research which sensibly reflect the end-use area and differentiate from what benefits would be expected to occur anyway through routine research investment by existing, scientifically competent business or user organisations   + the extent of alignment with one or more areas of future additional value, growth, or critical need for New Zealand - one way to do this is to reflect Government policy, strategy, and roadmaps where relevant   + if appropriate, how your proposal responds to the specific investment signals related to the transition to a low-emissions and climate-resilient economy and/or support for new or existing industries to be knowledge intensive (stated in the Endeavour Investment Plan 20202-2024)   + if appropriate, the extent to which your project has identified and evaluated the potential impacts for Māori (iwi, communities/groups, and/or businesses).   In applying for Research Programmes funding under the Transform Impact category, describe the public benefits of your research by explaining the points below in a way/order that is logical for your proposal:   * + the problem to be solved or the opportunity to be taken and how this is important/relevant to New Zealand   + the extent to which the benefits enabled by the research are a Radical Change and/or a leap in performance versus the status quo - Radical Change means ‘altering the fundamental nature of something’   + how the benefits will transform New Zealand's economy, society, or environment   + the extent of alignment with one or more areas of future additional value, growth, or critical need for New Zealand - one way to do this is to reflect Government policy, strategy, and roadmaps where relevant   + if appropriate, how your proposal responds to the specific investment signals related to the transition to a low-emissions and climate-resilient economy and/or support for new or existing industries to be knowledge intensive (stated in the Endeavour fund Investment Plane 2022-2024)   + if appropriate, the extent to which your project has identified and evaluated the potential impacts for Māori (iwi, communities/groups, and/or businesses).   Note: Transformational research involves higher risk. Evidence of large impact should not be taken as conclusive evidence of a transformational impact. See the [Endeavour Fund Investment Plan 2022-2024](https://www.mbie.govt.nz/assets/endeavour-fund-investment-plan-2022-2024.pdf) for examples of the types of benefits in the Transform impact category.  You may include images but not hyperlinks, video, or audio files. Any words used in images must be explanatory only and not introduce new information.  Enter your answer here... |
| * 1. **Benefit to New Zealand Risk (280 words maximum)**   Describe any assumptions used to estimate the type of potential benefits and their scale to provide confidence the benefits will be realised. Describe any risks to these assumptions (for example, changes in market conditions or government policy), the impact on potential benefits should these assumptions prove to be inaccurate, as well as any mitigations to these risks that exist (for example, diversity of target markets or close working relationship with key policymakers).  You may include images but not hyperlinks, video, or audio files. If you upload a table as an image, you must account for the words in the overall word count.  Enter your answer here... |
| * 1. **Implementation Pathway(s) (1120 words maximum)**   If applying for Research Programmes funding under the Protect and Add Value Impact category, justify the credibility of your Implementation Pathway(s), and how it will deliver public benefit to New Zealand, by explaining the points outlined below in a way/order that is logical for your proposal:   * + the key initiatives (and their timing) that will deliver the proposed benefits   + how the pathway specification is appropriate to the state of the sector or the stage of research   + how the pathway provides a line of sight to impact   + how your research is intended to be taken up by end-users to deliver the benefits described in the Benefit to New Zealand section   + the strength of your current relationships with relevant end-users and partners, and/or how you are engaging with them, or plan to engage with them, to develop and improve relationships relevant to delivery of benefits   + if appropriate, how you are including sufficient input from Māori at the appropriate stage(s) of the project which is adequately resourced to ensure effective implementation   + partnering arrangements where applicable, and if significant private benefit may accrue to an individual end-user, how these arrangements will ensure broad benefit to New Zealand.   Note: There should be sufficient end-user information to confirm that the analysis takes account of the characteristics of the area in which it will be used and is not simply a generic description. Information provided should be derived from or built on credible and reliable sources, set out in a logical pattern, and supported by good quality analysis and explanation.  If applying for Research Programmes funding under the Transform Impact category, justify the credibility of your indicative Implementation Pathway(s), which may be uncertain in nature, and how it will deliver public benefit to New Zealand, by explaining the points outlined below in a way/order that is logical for your proposal:   * + the key initiatives (and their timing) that will deliver the proposed impacts   + how the pathway specification is appropriate to the state of the sector or the stage of research   + identification of indicative end- or next-users, beneficiaries, and stakeholders   + how your research is intended to be taken up by the identified end- or next-users to deliver the benefits described in the Benefit to New Zealand section   + if appropriate, how you are including sufficient input from Māori at the appropriate stages(s) of the project which is adequately resourced to ensure effective implementation   + if significant private benefit may accrue to an individual end-user, how you will ensure broad benefit to New Zealand.   Note: There should be sufficient end- or next-user information to confirm that the analysis takes account of the characteristics of the area in which it will be used and is not simply a generic description. Information provided should be derived from or built on credible and reliable sources, set out in a logical pattern, and supported by good quality analysis and explanation.  You may include images but not hyperlinks, video, or audio files. Any words used in images must be explanatory only and not introduce new information.  Enter your answer here... |
| * 1. **Implementation Pathway(s) Risk (280 words maximum)**   If you are applying for Research Programmes funding under the Protect and Add Value Impact category, describe:   * + contingency, if any, for changing priorities of implementation partners   + how you are sure you have freedom to operate   + how you plan to mitigate risk and remove potential barriers in your implementation pathway to deliver impact for public benefit to New Zealand.   Your discussion should reflect the state of the sector and the stage of the research. This could include, but is not limited to, technology readiness, stakeholder/user engagement, maturity of the sector, market risks, or licence to operate.  If you are applying for Research Programmes funding under the Transform Impact category, describe:   * + contingency, if any, for changing priorities of implementation partners   + how you are sure you have freedom to operate   + the enablers and barriers in the potential implementation pathway(s).   Your discussion should reflect the state of the sector and the stage of the research. This could include, but is not limited to, technology readiness, stakeholder/user engagement, maturity of the sector, market risks, or licence to operate.  You may include images but not hyperlinks, video, or audio files. If you upload a table as an image, you must account for the words in the overall word count.  Enter your answer here... |
| * 1. **Team Impact (560 words maximum)**   Under both the Protect and Add Value and Transform Impact categories.  Describe the mix of complementary skills and experience, within the team, relevant to achieving impact in the proposed impact areas. In your description:   * + draw on team members’ past experience of applying research findings commercially or non-commercially leading to economic, environmental or social impact   + build on the information provided in individual team members’ CVs   + include details of the creation of ‘spin-off’ companies, selling or licensing intellectual property, applications of knowledge in policy, social or environmental domains, development and commercialisation of software and technical products etc.   You may include images, but not hyperlinks, video, or audio files. Any words used in images must be explanatory only and not introduce new information.  Enter your answer here... |
| * 1. **Post Contract Outcomes for New Zealand (100 words maximum for each answer)**   Explain how you plan to deliver impact from your proposed research after the contract period. Your statements should be categorised under the headings for 2, 5, and 10-year horizons.  Do not include references, hyperlinks, images, video, or audio files.  2-year Horizon  Enter your answer here...  5-year Horizon  Enter your answer here...  10-year Horizon  Enter your answer here... |
| * 1. **Work Programme**   Detail your Deliverables and for each Deliverable, the applicable Tasks. Deliverables and Tasks must be measurable and achievable within the term of the contract.  Each Deliverable must have at least one Task. Only Tasks have start and end dates.  A Deliverable (previously a Research Aim) is a scientific question or hypothesis that will be answered or a specific objective that will be delivered by the proposed research.  A Task (previously a Critical Step) is a research or related activity that, if not delivered, will significantly affect the achievement of the research. Achieving regulatory and/or ethical approvals, for example, should be listed as Tasks. Tasks should be measurable, defined events, not incremental progress.  The MBIE Work Programme Agreement will hold contract holders to account for the delivery of Tasks.  Enter your answers here... |
| * 1. **Research Plan (560 words maximum)**   Explain:   * + your chosen approach   + how the key components of your research Impact Statement, collectively, will enable you to achieve your research objective(s)   + the technical risks you have identified, and the steps you have taken or will take to mitigate or manage them.   Your Research Plan should be understandable to Assessors, regardless of their specific field of expertise.  You may include images but not hyperlinks, video, or audio files. Any words used in images must be explanatory only and not introduce new information.  Enter your answer here... |
| * 1. **Methods (1680 words maximum)**   Provide a clear and precise description of how you propose to perform your research, your rationale for your choice of methods and other science or research characteristics of the project. This can include:   * + your choice of study material(s), sites and/or subject(s); this may also include reasons for not choosing various options   + how you plan to collect and manage data such as variables, measurement methods, sampling methods and sample size   + how you have considered potential errors (random or systematic) and the methods and strategies you will use to control them   + any experimental design approach where this has a significant impact or is out of the ordinary, for example the type of participants or types of controls   + any analytical advantages enabled by your choice of instrumentation/equipment for data analysis, including your use of statistical methods.   Your methods should be understandable to Assessors, regardless of their specific field of expertise.  You may include images but not hyperlinks, video, or audio files. Any words used in images must be explanatory only and not introduce new information.  Enter your answer here... |

### Section 3: Resources

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| * 1. **Project Team**   Using the sample Team Table that follows, update/expand on the team information entered at Registration.  List the key personnel that will be involved and provide supporting CVs. We recommend that you upload CVs as a PDF document.  [You can use either the Narrative CV template or the RS&T CV template](https://www.mbie.govt.nz/science-and-technology/science-and-innovation/funding-information-and-opportunities/process/ims/). While you are free to choose the template which best suits your needs, only ONE CV per person can be uploaded with the proposal. Include only those sections relevant to your skills and experience. **Please adhere to the formatting instructions and do not exceed five pages**. Assessors have been advised that both CV formats carry equal weight and should be assessed equally.  Key personnel:   * + Principal Investigator/Programme Leader: the researcher with responsibility for leading the science/research and directing the programme.   + Key Researchers: team members involved in the research, whose expertise is critical to the success of the project. They may be from the contracted organisation, as subcontracted agency, or a stakeholder who is providing cash or in-kind co-funding of the research. At least one Key Researcher should be named.   + Key Individuals: team members who are not researchers but whose contribution is critical to the success of the project, for example implementation.   + Researchers: team members whose contribution is important to the success of the project whose involvement is less than 0.15 FTE.   + Experts/Mentors: team members who provide critical guidance to the direction of the programme and/or guidance to less experienced team members.   + Students: students involved in the research as a contribution to their educational qualification.   + Project Support: remaining team members not listed elsewhere.   **Sample Team Table Year 1 - You are able to change roles of people in subsequent years.**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Role | Required | CV Required | Minimum FTE Required | Diversity required for submission of application | | \* # Principal Investigator/ Programme Leader | Mandatory | Yes | 0.15 | Yes | | \* # Key Researcher | Mandatory | Yes | 0.15 | Yes | | \* Key Individual | Mandatory | Yes | Not Required | Yes | | Researcher | Optional | Yes | Not Required | Yes | | Expert/Mentor | Not Required | Yes | Not Required | Yes | | Student | Not Required | Not Required | Not Required | Not Required | | Project Support | Not Required | Not Required | Not Required | Not Required |   # These roles will require a minimum 0.15 FTE at full proposal stage as they are ‘key’ roles. If less than 0.15 FTE, please choose another role as they are not considered to be key below this FTE contribution.  As part of MBIE’s diversity policy, (co)Principal Investigators, (co)Programme Leaders, Key Researchers, Key Individuals, Researchers and Experts/Mentors will be invited to register separately in the online portal where the following information will be captured:   * + Gender   + Ethnicity   + Career stage   + Date of birth   All diversity information must be completed before the application can be submitted.  For more information on the collection of diversity information, see MBIE’s [Pītau portal webpage](https://www.mbie.govt.nz/science-and-technology/science-and-innovation/funding-information-and-opportunities/process/ims/). |
| * 1. **Additional Information About the Team**   What percentage of the total personnel costs are attributed to the named Māori project team members?  Enter your answer here…  What percentage of the total personnel costs are attributed to the un-named Māori project team members? For example, PhD students and post-docs yet to be recruited, and un-named representatives from Māori organisations.  Enter your answer here…  What percentage of the project activity is led or co-led by Māori as co-designers, leaders or kaitiaki of the research?  Enter your answer here… |
| * 1. **Specialist Resources (560 words maximum)**   Explain:   * + the resources you will need to access or purchase to support the proposed research   + measures you have taken or will take to secure those resources   + any risks to obtaining the resources, and how those risks will be managed   + evidence of the commitment you have around resources.   Resource examples include:   * + access to land or ocean resources   + high performance “super” computing facilities   + pilot plant facilities   + controlled climate laboratories   + research ships   + physical containment (PC) facilities at PC3 or PC4 levels (not PC1 or PC2)   + logistic support for Antarctic research   + data not in the public domain that is critical for your research   + essential analytical services not available within the team   + facilities located offshore.   Do not list laboratory facilities, plant or equipment that are readily available and would be considered “standard” in an organisation with internal research capability.  You may include images but not hyperlinks, video, or audio files. ny words used in images must be explanatory only and not introduce new information.  **Enter your answer here…** |
| * 1. **Supporting Organisations**   **End-users**  End-users are stakeholders that are likely to use the research and who will benefit directly from it.  List the end-users you will have a relationship with and that are involved in your research. For contracting purposes, if an end-user is co-funding your research (in cash or in-kind) provide these details.  End-users may:   * + include organisations, businesses, and sector or community groups including iwi/Māori   + be involved in defining the research questions and shaping the work not just involved in the uptake of its findings.   **Enter your answer here…**  **International collaborations/partnerships**  List the relevant collaborations and partnerships you have, or plan to develop, with international researchers or organisations and explain for each:   * + the contribution they are making or will make to your proposed research, including any co-funding support   + what your proposal will contribute to them   + any benefits to New Zealand science in general from the relationship(s).   International collaborations can strengthen the quality and impact of research by, for example, providing expertise or access to infrastructure that is not readily available in New Zealand, or enabling New Zealand researchers to tap into, build on and benefit from global research advances. Linking research with relevant international initiatives also builds an international reputation for New Zealand research and development capability.  International research may also be for the purpose of conducting research not able to be done in New Zealand, for example, for biosecurity reasons.  **Enter your answer here…** |

### Section 4: Financial Information

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| 1. 1. **Requested Funding**   Specify the funding requested for the first year (excluding GST).  MBIE uses a flat funding model so all other years will populate automatically.  Enter your answer here… |
| * 1. **Co-Funding**   Co-funding is not mandatory. If co-funding applies to your research, tell us how that will apply for each year of funding.  Do not include any co-funding from Government research funding sources, or from the applicant organisation, that has been allocated for another project or purpose.  During or before contracting a proposal, MBIE may request evidence of the indicated level of co-funding.  There are two types of co-funding: cash and in-kind.   * + Cash co-funding is cash received from another organisation that contributes directly to the Impact Statement within your proposal. It does not include funding you may receive after the end date of the research. It must be essential to the achievement of the Impact Statement and be genuine cash funding for the proposed research. It is not funding from which an income is derived or that can be returned to the funder.   + In-kind co-funding is a non-cash contribution that will assist you to achieve the proposal’s Impact Statement(s). It may include, for example, the use of equipment, staff time, or access to data.   The cash value of in-kind co-funding should 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.  Enter your answers here… |
| * 1. **Co-Funding Amount**   Add the co-funding amounts per year for each organisation.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Organisation name | 01/10/24 - 30/09/25 | 01/10/25 - 30/09/26 | 01/10/26 - 30/09/27 | 01/10/27 - 30/09/28 | 01/10/28 - 30/09/29 | |  | $ | $ | $ |  |  | |  | $ | $ | $ |  |  | |  | $ | $ | $ |  |  | |
| * 1. **Subcontractors**   For each year of funding, tell us about any subcontractors that will be involved in delivering the project.  Subcontract funding is the amount you plan to spend on work done by other organisations in order to complete your proposed research.  Enter your answers here… |
| * 1. **Subcontracting Amount**   Add thesubcontracting amounts per year for each organisation.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Organisation name | 01/10/24 - 30/09/25 | 01/10/25 - 30/09/26 | 01/10/26 - 30/09/27 | 01/10/27 - 30/09/28 | 01/10/28 - 30/09/29 | |  | $ | $ | $ |  |  | |  | $ | $ | $ |  |  | |  | $ | $ | $ |  |  | |
| * 1. **Income**   The total income auto-populates from the Requested Funding section. |
| * 1. **Expenses**   Tell us your expenses for each project year. Use the table that follows as a guide. The total income must equal your total expenses.  Note that the appropriation for the Endeavour Fund is a non-departmental output expense, so it cannot be used to fund CAPEX. However, it can be used to meet the full overhead cost and depreciation as the Endeavour Fund funds full-cost research.  Additional Expenses information:   * + building and equipment depreciation/rental covers project-specific usage of research facilities and equipment not covered under overheads   + direct operating expenses cover the direct operational costs of doing research, including consumables, student stipends and tuition fees, travel and engagement expenses. MBIE funds postgraduate stipends and summer research studentships   + overheads cover indirect costs not directly associated with research such as property costs, utility charges such as lighting, heating and water, telephone line charges, library, office stationery and accessories, laboratory “bench fees”, administrative overheads and general depreciation of facilities   + personnel costs include salary and salary-related costs (ACC, superannuation, holiday pay)   + if applicable, itemise all other expenditure as “other” and identify any other extraordinary expenses. Examples include koha, contingency funding, costs of gaining required legal or ethical approvals, etc.   Māori capability development and engagement/consultation should reflect genuine, fit-for-purpose approaches. Costs should be accounted for appropriately in the budget.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Item | 01/10/24 - 30/09/25 | 01/10/25 - 30/09/26 | 01/10/26 - 30/09/27 | 01/10/27 - 30/09/28 | 01/10/28 - 30/09/29 | | Depreciation and interest (building and equipment) | $ | $ | $ |  |  | | Direct operating expenses | $ | $ | $ |  |  | | Equipment depreciation/rental | $ | $ | $ |  |  | | General Operating Expenses | $ | $ | $ |  |  | | Other | $ | $ | $ |  |  | | Overheads | $ | $ | $ |  |  | | Personnel | $ | $ | $ |  |  | | Rental costs (including building and equipment) | $ | $ | $ |  |  | | Subcontracting | $ | $ | $ |  |  | | Total | $ | $ | $ |  |  | |

### Section 5: Classifications

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| --- |
| * 1. **Investment Signals**   Validate/update the specific investment signals entered at registration. These signals may be used during the portfolio approach, so it is important to be accurate and articulate well in your application why and how your proposal aligns to the selected signals. The full wording of the signals is in the [Investment Plan 2022-2024](https://www.mbie.govt.nz/assets/endeavour-fund-investment-plan-2022-2024.pdf).  The Science Board will look for opportunities to fund proposals:   * + Whose primary objective is to create new knowledge pathways to support the transition to a low emissions and climate resilient economy.   + Support new or existing industries to be knowledge intensive (i.e., are characterised by workforces that are predominantly highly skilled, and which have the technology, tools and resources to create higher value products and services).   **Explain your selections (400 words maximum)**  State “Not Applicable” if your proposal does not align to the specific signals.  Note: Explain how your research addresses the general signals outlined in the Investment Plan in the body of your proposal.  Do not include references, hyperlinks, images, video, or audio files.  Enter your answer here… |
| * 1. **Impact Category (400 words maximum)**   Validate/update the Impact category that most aligns to your proposal.  Protect and Add Value or Transform  Provide a brief explanation of how the proposal aligns to this category.  Enter your answer here… |
| * 1. **Field of Research**   Field of Research (FoR) ANZSRC codes that you selected at Registration will be auto populated into your proposal and cannot be changed. |
| * 1. **Socio-Economic Objective**   Socio-Economic Objective (SEO) ANZSRC codes that you selected at Registration will be auto populated into your proposal and cannot be changed. |
| * 1. **Type of Research Activity**   Provide information relating to the ANZSRC Type of Research Activity including the relative proportion of total expenditure attributed to each type (adding up to 100%).   |  |  | | --- | --- | | **Research Type** | **Percentage** | | Applied research |  | | Experimental development |  | | Not relevant to a Research Type |  | | Pure basic research |  | | Strategic basic research |  | | **Total** |  | |
| * 1. **Gene Technologies of Special Interest**   Identify any gene technologies of special interest relevant to your research project.  If you select "yes" you will need to answer all questions regarding the type of gene technologies (one of these must also be "yes").  If you select "no" complete all questions regarding other technologies of special interest.  **Does the research involve use of gene technologies?**  Yes/No |
| * 1. **Other Technologies of Special Interest**   Identify any other technologies of special interest relevant to your research project. Complete all questions.  **Live animal testing**  Yes/No  **Working with children or vulnerable adults**  Yes/No  **Developing algorithms which predict human behaviour or automate decision-making impacting humans for example, Artificial Intelligence**  Yes/No  **Human data mining**  Yes/No  **Industrial fermentation**  Yes/No  **Nanotechnology**  Yes/No  **Xenotransplantation**  Yes/No  **Technologies that could have military or security applications**  Yes/No |

### Section 6: Other Information

|  |
| --- |
| * 1. **Intellectual Property Management (560 words maximum)**   Tell us:   * + how you will identify, protect, and if appropriate, share any intellectual property generated by the research   + if the success of your research is dependent on access to existing intellectual property, the agreements you have in place to use it   + if you are collaborating with other organisations, any intellectual property management plans in place.   If the Science Board decides to fund your proposal, you will be required to comply with the Science Investment Contract - Principles 1-3 in Appendix 2, which can be accessed from the [Endeavour Fund webpage](https://www.mbie.govt.nz/science-and-technology/science-and-innovation/funding-information-and-opportunities/investment-funds/endeavour-fund/).  You may include images but not hyperlinks, video, or audio files.  Enter your answer here… |
| * 1. **Special Ethical and Regulatory Requirements (280 words maximum)**   Tell us the ethical and regulatory requirements and approvals you need to conduct the proposed research and indicate whether these have been obtained. Include any significant safety issues.  If approvals have not yet been obtained, tell us how and when you expect to do so.  If no ethical or regulatory requirements apply to your proposed research, simply state "Not Applicable".  You are responsible for meeting all ethical and regulatory requirements relating to your proposed research. Any costs associated with fulfilling these requirements should be included in your budget (under Other Expenditure). If delays are incurred through failure to gain or initial the necessary approvals, funding may be withheld, withdrawn or renegotiated.  Enter your answer here… |
| * 1. **Glossary**   Please upload your glossary.  If appropriate, provide a glossary that explains any acronyms, names, terms or use of te reo Māori that may be unfamiliar.  Your glossary should not exceed two sides of an A4 page.  A glossary template can be downloaded here.  Do not include images, video, or audio files. |
| * 1. **Citations/References**   Upload a list of key references/citations that you have used in your proposal. These are uploaded in the online portal as separate documents.  All text documents (for example, Excel, Word and PDF) can be uploaded. If uploading 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. |
| * 1. **Conflicts of Interest**   Declare any potential conflicts of interest and say why, noting that declaring a large number of conflicts or declaring conflicted institutions may reduce the pool of Assessors available to assess your proposal. See MBIE's webpage for more details, and the members of the [College of Assessors](https://www.mbie.govt.nz/science-and-technology/science-and-innovation/funding-information-and-opportunities/process/assessors/).  Do you have one or more conflict of interests to declare? Yes/No?  If you select Yes, then please name the conflict and the reason of being a conflict. |

## 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, employment, or agency 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 funding contract.

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 (OIA) 1982, 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 formal written 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)
* Any Australian and New Zealand Standard Research Classification (ANZSRC) codes provided in your application (if funded)
* The name(s) of the Principal Investigator(s) unless the Contractor or individual has requested these remain confidential.

14.2 You must not 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.