# Ara Whaihua Proposal Template – 2026 Investment Round for the He Ara Whakahihiko Capability Fund

The Ara Whaihua Proposal template is for you to use before submitting your application online for the He Ara Whakahihiko Capability Fund 2026 Investment Round using our Investment Management System Pītau.

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/he-ara-whakahihiko-capability-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:

1. confirmed their personal details and the nature and level of their involvement in the work described in the proposal is correct
2. read and accepted the terms and conditions of submitting a proposal and the information we may make public.

### Proposal Completion and Submission Requirements

* To submit your application, you will need access to [Pītau](https://www.mbie.govt.nz/science-and-technology/science-and-innovation/funding-information-and-opportunities/process/pitau-investment-management-system-portal) – MBIE’s Investment Management System.
* To access Pītau you will first need a [RealMe](https://www.realme.govt.nz/) account.
* Once you have a RealMe account, contact your Research Office to get access to Pītau. If you don’t have a Research Office, please contact [imssupport@mbie.govt.nz](mailto:imssupport@mbie.govt.nz). Please make sure you request access at least two weeks before you want to submit your application.
* Use this template to prepare your proposal in MS WORD and then copy the content into Pītau. Formatting and information requested in Pītau may differ slightly to the template and overrides any information requested in this template.
* Respond to all questions and use sub-headings if appropriate to improve readability.
* Unless otherwise stated, do not use images, graphs, tables, or hyperlinks.
* Adhere to all guidelines on formatting, CVs, and word limits (includes words used in tables). Proposals that do not comply with these guidelines may be declared ineligible.
* The Pītau portal opens on **20 August 2025**.
* Complete submission of your application before **12 noon, 8 October 2025**.
* All times are New Zealand time. Any change to these dates will be notified by email and published on the MBIE website.

### Contact information

Application queries: [HAWCF@mbie.govt.nz](mailto:HAWCF@mbie.govt.nz)

Pītau queries: [imssupport@mbie.govt.nz](mailto:imssupport@mbie.govt.nz)

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

You can also [subscribe](https://confirmsubscription.com/h/r/518BD57FB2880987) to our Alert e-newsletter.

**Ara Whaihua Proposal Template**

### Section 1: Key Information

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| * 1. **Project Title (12 words maximum)**   **Your title must be a meaningful and accurate descriptive title identifying the nature of your proposal and your research.**  **This title should ensure the public can understand and be informed what the research aims to achieve.**  **Please do not include:**   * **acronyms or abbreviations** * **puns** * **cryptic or humorous “tabloid” style titles.**   **If your application is successful, your title will be published on the MBIE website. A clear title will help the MBIE meet its obligations to communicate the relevance and importance of MBIE funded research to the New Zealand public.**  **MBIE reserves the right to change your title if needed.**  **If you provide your title in te reo, please provide the full English translation.**  Enter your answer here... |
| * 1. **Start Date and End Date**   The start and end date are auto populated and cannot be changed.  **01/02/2026 - 31/01/2027** |
| * 1. **Total Funding Requested**   The total funding is auto populated and cannot be changed.  $100,000 ex GST |
| * 1. **Contact Details – Application Administrator and Back-up Application Administrator**   Provide the name, email and telephone number for the below:   * + The Application Administrator 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 or administration team and should not be the Principal Investigator/Programme Leader.   Back-up Application Administrator must differ from the Application Administrator and meet the criteria outlined above.  **Enter your answer here…** |
| * 1. **Contact Details – Contract Administrator and Back-up Contract Administrator**   Provide the name, email and telephone number for the below:  Should your application be approved for investment; the Contract Administrator 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 or administration team and should not be the Principal Investigator/Programme Leader.  Back-up Contract Administrator must differ from the Contract Administrator and meet the criteria outlined above.  The Back-up Application Administrator and Back-up Contract Administrator **can** be the same person.  Enter your answer here... |
| **1.6 Eligibility**  Proposals must meet all eligibility criteria to proceed for further assessment and proposals that do not meet all the criteria will be declined.  To be eligible for funding, proposals must:   1. Be made by a New Zealand based single legal entity that is a **Māori facing organisation** or **Māori Research Organisation** and has demonstrated expertise in creating impact from science, innovation and technology or is leveraging external science, innovation and technology expertise to produce public good.  A **Māori facing organisation** is defined as a single legal entity that has an identified Māori individual, or individuals (as an owner, stakeholder, employee, researcher or community member), who plays a central role in shaping or delivering the project.   A **Māori Research organisation** is defined as an organisation that identifies itself as Māori and has the internal capability[[1]](#footnote-1) to carry out science, innovation and technology.   1. Not be made by a Government department (as defined in Schedule 2 of the Public Service Act 2020). 2. Be for activities relating to the translation of existing or new science to address a known problem or identify a route to market. Projects must include a science element; projects focused solely on product development are not eligible. 3. Be for activities that clearly align with the funding purpose and requirements of the scheme as outlined in the He Ara Whakahihiko Capability Fund Investment Plan. 4. Not be for activities that already receive government funding. 5. Not include any full-time tertiary students or school students.  Proposals with work programme activities that are eligible for funding from the Ministry of Education, are a poor fit for the He Ara Whakahihiko Capability Fund. 6. Be for science translation 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. 7. 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. 8. Be submitted in Pītau - MBIE’s Investment Management System and meet any applicable timing, formatting, content, or other administrative requirements. 9. Address one or more of the Vision Mātauranga Policy themes: Taiao, Indigenous Innovation and/or Mātauranga.   Note that some mātauranga Māori will not align with the Vision Mātauranga Policy Mātauranga theme for the purposes of this fund [[2]](#footnote-2).  The Vision Mātauranga PolicyHauora/Health theme is not supported by this fund as this theme is addressed through funding administered by the Health Research Council. Research proposals can include some hauora/health and remain eligible, as long as the majority[[3]](#footnote-3) of the proposal’s outcomes address one or more of the three eligible themes.  Does your application meet these criteria? Answer Yes or No…  **Eligibility comment**  If you are currently awaiting a funding decision from another government agency provide the details of the funding agency and areas of overlap in the work programmes.  If Yes, enter your answer here…  If the majority of activities will not be undertaken in New Zealand explain why.  Enter your answer here…  **Organisational eligibility**  Applications must be made by a New Zealand based single legal entity that is a Māori facing organisation or Māori Research Organisation. Select the definition you are applying under:   * + Māori facing organisation   + Māori Research organisation   If you selectedMāori facing organisation, please explain how your organisation meets the definition of ‘Māori facing organisation’ under eligibility criteria 1. If you are applying as an agent, proxy, or otherwise on behalf of an iwi or community group, please clearly describe the mandate you have from that group and provide contact details of a recognised leader in that group who can verify this mandate.  Enter your answer here…  **Vision Mātauranga theme(s)**  Select 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.   + Mātauranga: Exploring indigenous knowledge and science and innovation.   If your proposal also addresses some hauora/health, please select:   * + Hauora/Health: Improving health and social well-being |
| * 1. **Project Summary (300 words maximum)**   Tell us in detail the overall objective of your proposal and how you will achieve it. Include:   * why your activity is needed (the issue or problem you are addressing) * what you propose to do (your approach) * A description of the science you are building on or looking to source and why this will solve the problem you are addressing * what results, impacts or outcomes you expect, how they will be achieved, and who will use or benefit from them * if you are applying as an agent, proxy, or otherwise on behalf of an iwi or community group, please clearly describe the mandate you have from that group and how the outputs of this proposal will directly benefit them.   Be specific and clearly articulate your strategy. Present a clear picture of the issue or problem, your audience, and the potential impact(s) that your activity will have.  Do not include references, hyperlinks, images, video, or audio files.  Enter your answer here... |
| * 1. **Public Statement (300 words maximum)**   Your public statement will not be assessed but if your proposal is successful, it will be published on MBIE’s website with the name of the contracting organisation and Principal Investigator(s).  The audience for your public statement is the general public so it needs to be written in a way that is engaging, easy to understand, and shows a good use of taxpayer money. It’s important that your public statement accurately captures the underpinning science and clearly describes the output from the project in a way that is understandable by a wider audience.  When writing your public statement consider including these aspects:   * What is the aim of the project / what is the expected science translation output? * Describe the science, innovation & technology that underpins your project. * Who is involved and will be performing the work? For example, industry/commercial connections or key individuals leveraging the science. * What outcomes (short-, medium-, or long-term) do you expect to see following your work programme? For example, what benefit and outcomes that promote commercialisation/economic growth will arise from the project after the contract ends?   If available, provide publishable contact details that can be used by members of the public and/or the media.  Do not include confidential information, references, hyperlinks, images, video or audio files.  You are welcome to provide your public statement in te reo. If you do, please provide an English translation. Both versions will be published.  **Enter your answer here…** |

### Section 2: Performance area

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| * 1. **Assessment criteria – Leveraging Excellent Science (15%) (250 words maximum)**   Key Question: To what extent does the activity build on or leverage excellent science to support commercialisation and/or economic growth?  When assessing this question, Assessors will consider:   * Does the activity leverage existing scientific research, capability, networks, and relationships? * Will the activity go beyond ‘business as usual’ for the organisations involved, for example by building on excellent science?   **Do not include hyperlinks, images, video, or audio files.**  Enter your answer here... |
| * 1. **Assessment criteria - Ability to deliver (35%) (250 words maximum)**   Key Question: What is the likelihood that the outputs of the proposed project will be achieved?  When assessing this question, Assessors will consider:   * Are all involved parties and the work programme appropriately resourced and supported, including management and facilities? * Will the plan for carrying out the proposed work programme achieve the intended outcomes? * How does the calibre, experience, and skills of the team relate to the subject area(s) proposed for the work programme? * Have challenges to delivery been identified and mitigated? * Does the team have the appropriate mandate to conduct this work?   **Do not include hyperlinks, images, video, or audio files.**  Enter your answer here... |
| **2.3 Assessment criteria - Outcomes from Science, Innovation and Technology Translation (25%) (250 words maximum)**  Key Question: What are the impact pathways of the project and expected benefits to the applicant organisation?  When assessing this question, Assessors will consider:   * Does the proposal describe the expected post contract impact pathways of this activity? * Do the expected benefits align with the aspirations of the applicant organisation? * Will the project develop new or enhanced SI&T translation capability in the applicant organisation?   **Do not include hyperlinks, images, video, or audio files.**  Enter your answer here... |
| * 1. **Assessment criteria - Science, Innovation & Technology Benefits and Vision Mātauranga (25%) (250 words maximum)**   Key Question: How will the increased translation capability and capacity benefit the science, innovation and technology (SI&T) sector, and to what extent does the project support the Vision Mātauranga policy?  When assessing this question, Assessors will consider:   * Will the project increase science translation capability and networks between Māori and the SI&T system to deliver benefit to New Zealand? * How does the project address the Vision Mātauranga theme(s) selected?   **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 Deliverables and Tasks, your work programme should reflect the key elements and milestones of the project, their sequencing and timing.**   * **The Deliverable is a description of the high-level impacts or outcomes of the work programme. Your work programme must have at least one Deliverable.** **Each Deliverable must include one or more Tasks.** * **Tasks are measurable objectives, such as key steps, stages or milestones required to achieve the Deliverable. If a task is not delivered it will significantly affect the achievement of the project or activity. Tasks must be measurable, defined events, not incremental 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 each Deliverable:**  |  |  | | --- | --- | | Deliverable title |  | | Deliverable description |  | | Task title |  | | Task start and due date |  | | Task description |  |   Add more rows if needed.  **Note: only Tasks have start and end dates. Start and end dates must be between 1 Feb 2026 and 31 January 2027.** |

### Section 3: Resources

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| * 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.  The project team will be assessed to determine whether the project has been realistically resourced with the appropriate skills and time required to successfully complete the work programme. Below is some key information for entering your project team into Pītau.  **Registration and diversity data collection**  Diversity data is collected as part of MBIE’s Diversity in Science policy and does not form a part of the application form or assessment process. MBIE requires domestic researchers (*employed or self-employed in New Zealand)* to complete the diversity information section of Pītau. International team members (*employed of self-employed outside of New Zealand*), or team members who are unable to access Pītau due to personal circumstances, for example remote location, are exempt from having to complete diversity information and *s*hould be listed under the “International” category.  When domestic team members, e.g., Principal Investigators/Programme Leaders, Key Individuals and Experts/Mentors are entered into the Team Table, they will be invited to login to Pītau via [RealMe](https://www.realme.govt.nz/) if they are using the system for the first time.  The following information will be captured: gender, ethnicity, career stage, and date of birth. Applicants may choose not to share these details by choosing ‘Prefer Not to Say’, however invited team members need to complete the section regardless, otherwise the application cannot be submitted.  **Team roles**   * + **Principal Investigator/Programme Leaders** are responsible for leading the activity and directing the programme. You can have up to two Principal Investigators.   + **Key Individuals or International Key Individuals** team members whose contribution is critical to the success of the project, for example implementation/science translation.   + **Experts/Mentors or International Experts/Mentors** provide critical guidance to the direction of the programme and/or guidance to less experienced team members. *Experts* are members that provide targeted expertise in a specific field. *Mentors* are members contributing their time providing high level guidance. Kaumātua or mātauranga holders may fit best in this category.   + **Project Support** **a significant role that does not fit the above categories.**   **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.  **CVs**  CVs are mandatory for the following roles, including international members: Principal Investigator/Programme Leaders, Key Individuals and Expert/Mentor. There are two templates to choose from, the [RS&T or Narrative CV template](https://www.mbie.govt.nz/science-and-technology/science-and-innovation/funding-information-and-opportunities/process/ims/). Team members should select one CV template which best suits their needs. Assessors have been advised that both CV formats carry equal weight and should be assessed equally. Applicants should only complete sections relevant to their skills and expertise but must follow the formatting rules and page limits. **MBIE reserves the right to declare any proposal ineligible that fails to do so.** Please ensure before submission that the correct CV is uploaded for each team member. We recommend uploading PDFs.  If a CV is mandatory for a role, you must upload a CV to validate Pītau.  **Sample Team Table Year 1**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Role | Required | CV Required | FTE value Required between (0.1 and 1) | Diversity Required for submission of application | | PI | Mandatory | Yes | Yes | Yes | | Key Individual | Optional | Yes | Yes | Yes | | Expert/Mentor | Optional | Yes | Yes | Yes | | Project Support | Optional | No | Yes | No | |

### Section 4: Financial Information

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| * 1. **Total MBIE Funding Requested**   The total funding is auto-populated and cannot be changed.  $100,000 ex GST |
| * 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 to complete your proposed activity.  Add the subcontracting amounts per year for each organisation (excluding GST):   |  |  | | --- | --- | | **Organisation name** | **Project Year** | |  | $ | |  | $ | |  | $ |   **Add more rows if needed.** |
| * 1. **Expenses**   Use the table below as a guide to complete your expenses for each project year for your organisation and/or project team. The table is the template built in Pītau. The total income must equal your total expenses.  Additional Expenses information:   * + Direct operating expenses cover the direct operational costs, including consumables, student stipends and tuition fees for part-time students, and engagement expenses. MBIE funds postgraduate stipends and summer research studentships.   + Other: 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.   + 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).   *Māori capability development and engagement/consultation should reflect genuine, fit-for-purpose approaches. Costs should be accounted for appropriately in the budget and reflect the FTE contributions of all organisations.*  Use this table to prepare and structure your budget. All values should exclude GST.   |  |  | | --- | --- | | **Item** | **Project Year** | | Direct operating expenses | $ | | Other | $ | | Overheads | $ | | Personnel | $ | | Subcontracting | $ | | Travel | $ | | Total | $ |   Travel costs should not exceed 25% of the budget.  Funding does not allow for annual inflation adjustments over the term of the contract. |

### Section 5: Classifications

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| * 1. **Field of Research**   The Australian and New Zealand Standard Research Classifications (ANZSRC) are used by MBIE to identify the required assessment expertise. The Field of Research codes (FoR) can be found in Stats NZ's classification management system Aria [Field of Research 2020](https://aria.stats.govt.nz/aria/#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/d3TYSTsmz2uc8CY1).  You must provide **three levels of** FoR codes to categorise the research and development activities associated with your application. The relative proportion of total expenditure attributed to each of these must total 100%. Do not use more than three rows/FOR codes.  MBIE may contact you if:   * + you have provided more than three codes, or   + we identify a potentially inaccurate coding.   **At least 50% of eligible FoR codes must address one or more of the eligible themes.**  Note that some mātauranga Māori will not align with the Vision Mātauranga Policy Mātauranga theme for the purposes of this fund.  The following ANZSRC Field of Research (FoR) codes are not aligned, and are instead expected to be funded through other agencies:   * + 4507 Te ahurea, reo me te hītori o te Māori (Māori culture, language and history)   + 4508 Mātauranga Māori (Māori education)   + 4511 Ngā tāngata, te porihanga me ngā hapori o te Māori (Māori peoples, society and community)   Enter your codes and the percentage below:   |  |  |  |  | | --- | --- | --- | --- | | Level 1 | Level 2 | Level 3 | Percentage | |  |  |  |  | |  |  |  |  | |  |  |  |  | |
| * 1. **Socio-Economic Objective**   The Australian and New Zealand Standard Research Classifications (ANZSRC) are used by MBIE to identify the required assessment expertise. The Socio-Economic Objective (SEO) codes can be found in Stats NZ's classification management systems Aria [Socio-Economic Objective 2020](https://aria.stats.govt.nz/aria/#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/d1iJyaEzjWHJiRej).  You must provide **three levels of** SEO ANZSRC codes to categorise the research and development activities associated with your application. The relative proportion of total expenditure attributed to each of these must total 100%. Do not use more than three rows/SEO codes.  MBIE may contact you if:   * + you have provided more than three codes, or   + we identify a potentially inaccurate coding.   Take care to apply the correct SEO ANZSRC code research classifications that demonstrate the alignment of your proposal to the purpose of the Fund as outlined in the Investment Plan.  Selecting SEO codes in health (20XXXX; 2013XX; 2107XX; 2111XX) is likely to indicate that the main Socio-Economic Objective of the project is to improve hauora/health outcomes for New Zealanders. This cannot be the primary outcome of research funded by the He Ara Whakahihiko Capability Fund. Consider the primary aim of your research and whether it should be coded to health-related outcomes. If so, redirect your application to other funding sources.  Regardless of how your proposal is coded under the ANZSRC research classification, if MBIE considers your proposal contains primarily out-of-scope research outcomes, the proposal will be declined as ineligible.  Enter codes and the percentage below:   |  |  |  |  | | --- | --- | --- | --- | | Level 1 | Level 2 | Level 3 | Percentage | |  |  |  |  | |  |  |  |  | |  |  |  |  | |
| **5.3 Use of Māori methodologies and mātauranga**  a) What best describes the use of mātauranga Māori in your project (select one)   |  | | --- | | * It does not contain mātauranga Māori * There is some mātauranga Māori, but it is not the main science knowledge * There is a balance between mātauranga Māori and other science knowledge * Mātauranga Māori is the central knowledge system in the project |   b) What types of mātauranga Māori are incorporated into your research? (select all that apply)   |  |  | | --- | --- | | * Kaupapa Māori methodology * Pūrākau methodology * Māori frameworks * Māori models * Tikanga * Kawa | * Uara Māori * Takepū Māori * Whakatauki * Whakatauākī * Other   Please specify: | |
| **5.4 Additional Team Information**  a) What percentage of the total personnel costs will be attributed to the Māori project team members (named and un-named)?  \_\_\_\_\_\_%  b) What percentage of the project will be led or co-led by Māori, for example as designers, leaders or kaitiaki of the research?  \_\_\_\_\_\_% |
| * 1. **Engagement with Māori**   a) In your project, will you engage with external Māori stakeholders?   |  | | --- | | YesNo |   b. Who will you engage with? (select all that apply)   |  |  | | --- | --- | | Not applicableIwiHapūKaumatuaKuia | Māori cultural advisorsExpert Māori researchersOther.Please specify: | |
| * 1. **Impact for Māori**   a) Will your research outcomes benefit Māori?   |  | | --- | | The research outcomes are intended to benefit all New Zealanders, including Māori.The research outcomes are intended to have additional specific benefits for Māori. | |

### Section 6: Other information

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| * 1. **Intellectual Property Management (300 words maximum)**   Intellectual Property refers to the creative results of the mind, from art and literary works to new inventions. Intellectual Property (IP) rights are rights over the control, management, or use of the new creation usually through one or more form of protection. Examples include copyright, trademarks, granted patents, design registrations, and know-how in a trade secret.  **If your activity is likely to leverage existing or generate new intellectual property, provide details of your intellectual property management plan. If your programme is leveraging existing intellectual property, please confirm you have freedom to operate.**  **If your proposal will not build on or result in intellectual property, state “Not Applicable”.**  **Enter** your answer here… |
| **6.2 Special ethical and regulatory requirements (100 words maximum)**  **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 activity, 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 activity. 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... |
| **6.3 Tūhoe service management plan**  **Under protocol 2 of the** [Ngāi Tūhoe: He Tapuae: Service Management Plan (www.govt.nz)](https://www.govt.nz/assets/Documents/OTS/Ngai-Tuhoe/Ngai-Tuhoe-he-tapuae-service-management-plan-july-2021.pdf) **(pg 15), MBIE has an obligation to ensure that:**   * + **Research which impacts Tūhoe marae or groupings of Tūhoe peoples has received the necessary endorsement from Te Uru Taumata (Tūhoe Tribal Authority).**   + **Tūhoe whānau or marae seeking funding from MBIE have received the necessary endorsement from Te Uru Taumata (Tūhoe Tribal Authority).**   **MBIE expects that all applicants comply with these obligations where applicable.**  **Have you received endorsement for your research from Te Uru Taumata?**  **Yes/No/Not applicable** |
| **6.4 Upload te reo translated proposal (if applicable)**  **Upload the translated version of your proposal in Pītau.** |

## 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 sub-contracting organisations
* The public statement (as provided in the proposal)
* The public statements in the reports (if funded)
* The total amount of funding provided, and a breakdown of funding by financial year
* The NZ Government appropriation that the funding is sourced from
* The investment round title from which the investment was made
* 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 the application (if funded)
* The name(s) of the Principal Investigator(s) unless the Contractor or individual has requested these remain confidential

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.

1. Internal capability being sought refers to scientific research qualification/s or equivalent demonstrated experience in the science sector. [↑](#footnote-ref-1)
2. The following ANZSRC Field of Research (FoR) codes are not aligned, and are instead expected to be funded through other agencies:

   4507 Te ahurea, reo me te hītori o te Māori (Māori culture, language and history)

   4508 Mātauranga Māori (Māori education)

   4511 Ngā tāngata, te porihanga me ngā hapori o te Māori (Māori peoples, society and community) [↑](#footnote-ref-2)
3. At least 50% of eligible FoR codes must address one or more of the eligible themes. [↑](#footnote-ref-3)