

Endeavour Fund

Assessment Guidelines

2019 Funding Round



MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT
HĪKINA WHAKATUTUKI

newzealand.govt.nz

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All dates and times are New Zealand Time.

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The Endeavour Fund’s mission is to support research, science or technology, or related activities, with:

“The potential to positively transform New Zealand’s economic performance, the sustainability and integrity of our environment, help strengthen our society and give effect to the Vision Mātauranga policy.”

Foreword

Thank you for agreeing to assess proposals submitted for funding from the Endeavour Fund 2019 round.

The Endeavour Fund is managed by New Zealand’s Ministry of Business, Innovation and Employment (MBIE) as an investment portfolio with economic, environmental, and societal objectives. Funding is made through two investment mechanisms – **Smart Ideas** and **Research Programmes**. These guidelines detail what is involved in assessing both mechanisms and the role that you will play in this process.

Informed assessment of proposals is a critical aspect of MBIE’s investment process, as it forms the basis of the Science Board’s funding decisions. We have selected you and other Assessors based on your knowledge and experience. You have not been selected as a ‘representative’ of a particular organisation or sector.

The names of all Assessors and their affiliated organisations are published on MBIE’s website.

The expertise that you bring to the investment process is greatly appreciated.

Thank you for supporting MBIE’s science investment processes.



Dr. Max Kennedy



MANAGER, Contestable Investments,
Science System Investment and Performance
Ministry of Business, Innovation & Employment

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Introduction

As an Assessor, you have a critical role in helping MBIE's Science Board to identify proposals that have the greatest potential to deliver on the New Zealand Government's goals for the Endeavour Fund. Funding is made through two investment mechanisms – **Smart Ideas** and **Research Programmes**.

The **Smart Ideas** investment mechanism catalyses and rapidly tests promising, innovative research ideas with high potential for benefit to New Zealand, to enable refresh and diversity in the science portfolio. Applicants can request between \$0.4 million to \$1 million over the term of two or three years. In 2019, we expect to invest up to \$18 million per year in contracts.

The **Research Programmes** investment mechanism supports ambitious, excellent, and well-defined research ideas which, collectively, have credible and high potential to positively transform New Zealand's future in areas of future value, growth or critical need. Applicants can request a minimum of \$0.5 million per year for a term of three, four or five years. In 2019, we expect to invest up to \$40 million per year in contracts.

Read this document in conjunction with the Endeavour Fund Call for Proposals 2019 Funding Round and, as appropriate, the:

- > Endeavour Fund Assessment Scoring Guide Supplement for Smart Ideas Proposals 2019 Funding Round, or the
- > Endeavour Fund Assessment Scoring Guide Supplement for Research Programmes Proposals 2019 Funding Round.

These and other key documents supporting the 2019 funding round are available on the [Endeavour Fund application and assessment information webpage](#).

If you have any questions, feel free to contact us.

Email Assessment queries: assessors@mbie.govt.nz
Portal queries: imssupport@mbie.govt.nz

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

The Assessment Process

You may be asked to assess proposals from one or both investment mechanisms. This will depend largely on the nature of the proposals received and how they align with your skill set.

The assessment process differs between the two investment mechanisms and these processes are outlined below.

For Smart Ideas

Phase One: Registration

- > Applicants register their interest before submitting a funding proposal. Registration is not assessed.

Phase Two: Concepts

- > Applicants submit Concepts.
- > Concepts are assessed against the excellence assessment criteria and, where relevant, the Vision Mātauranga policy.
- > The Science Board makes decisions on which Concepts progress to Full proposals.
- > Successful Applicants are invited to submit a Full proposal.

Phase Three: Full Proposal

- > Invited Applicants submit a Full proposal.
- > Independent Assessors review all proposals against:
 - The excellence assessment criteria.
 - The Impact assessment criteria.
 - Where relevant, the Vision Mātauranga policy.
- > Based in the Assessor reviews, the Science Board makes its investment decisions.

For Research Programmes

Phase One: Registration

- > Applicants register their interest in submitting a funding proposal. Registration is not assessed.

Phase Two: Full Proposal

- > Proposals are assessed against the excellence assessment criteria and, where relevant, the Vision Mātauranga policy.
- > The Science Board decides which proposals progress for impact assessment.
- > Successful proposals are assessed against the impact assessment criteria and, where relevant, the Vision Mātauranga policy.
- > The Science Board makes its investment decisions.

Assessment process does not cover eligibility.
MBIE will quality check assessments.

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Assessor Roles

There are two types of Assessors for the Endeavour Fund (Assessors and Lead Assessors). The following section outlines their key roles and responsibilities.

Assessor

An Assessor's role is to review proposals submitted to the Endeavour Fund. Your key responsibilities are:

- > Declaring any conflicts of interest.
- > Reading and assessing assigned proposals.
- > Allocating scores that reflect your views (*using a 7-point scoring system against our assessment criteria*).
- > Recording your scores and supporting commentary, into MBIE's Investment Management System (IMS).
- > Adhering to MBIE's confidentiality and privacy policies.

Lead Assessor

In addition to the responsibilities of an Assessor, Lead Assessors are also responsible for:

- > Writing assessment summaries for each proposal that reflect the range of comments and diversity of scores provided by the Assessors, and how it responds to MBIE's Vision Mātauranga policy.
- > If you have been assigned to assess Research Programmes proposals for Impact you will also provide an **Impartial Revised Score** and your rationale for that score.

Key Dates

	SMART IDEAS		RESEARCH PROGRAMMES
	CONCEPTS	FULL PROPOSALS	FULL PROPOSALS
Proposals assigned	23 Jan 2019	13 June 2019	<i>for assessment of Excellence: 18 Mar 2019 for assessment of Impact: 30 May 2019</i>
Assessment recorded in the IMS portal	07 Feb 2019	3 July 2019	<i>for Excellence: 28 Mar 2019 for Impact: 12 Jun 2019</i>
Lead Assessor comments recorded in the IMS portal	27 Feb 2019	24 Jul 2019	<i>for Excellence: 18 Apr 2019 for Impact: 10 Jul 2019</i>
Science Board decisions	Apr 2019	Sep 2019	<i>progress to Impact assessment: May 2019 Funding: Sep 2019</i>
Successful Applicants notified	Apr 2019	Sept 2019	<i>Sept 2019</i>
Contracts begin	n/a	1 Oct 2019	<i>1 Oct 2019</i>

All dates are New Zealand Time

Time Commitment

We envisage your involvement in the assessment process to be as follows.

APPROXIMATELY:	TO:
Half a day	Read these guidelines and the supporting documents.
2-3 hours per proposal <i>(actual time depends on the proposal type i.e., Concepts or Full proposals)</i>	Read your assigned proposals, assign scores and enter those scores, with supporting commentary, into the IMS portal.
1 hour per proposal <i>(Lead Assessors only)</i>	Record a summary of the individual Assessor comments.

How and When Proposals are Assigned

Proposals are assigned to Assessors after aligning the proposal’s fields of research with the Assessor’s expertise, checking the Assessors availability and the absence of any potential conflicts of interest. Each proposal is assigned to four Assessors, one of which is designated the Lead Assessor.

MBIE will email you to confirm which proposals you are being asked to assess and this may be a combination of one or more of the following:

INVESTMENT MECHANISM	PROPOSAL TYPE	Assess for	
		EXCELLENCE	IMPACT
Smart Ideas	Concepts	Yes	No
	Full Proposals	Yes	Yes
Research Programmes	Full Proposals	Yes	Yes

ASSIGNMENT DATES	SMART IDEAS		RESEARCH PROGRAMMES
	CONCEPTS	FULL PROPOSALS	FULL PROPOSALS
Proposals assigned	23 Jan 2019	13 Jun 2019	<i>for assessment of Excellence: 18 Mar 2019 for assessment of Impact: 30 May 2019</i>

You use MBIE’s IMS portal to:

1. Log on to view your assigned proposals, identify and notify MBIE of any potential conflicts of interest, and then accept or decline accordingly.
2. Open (*download and/or print*) all assigned and accepted full proposals.

Refer to page 11 for further instruction how to use the IMS portal.

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How and When Assessments are Recorded

Your assessment scores and comments are recorded in the IMS portal; this must occur on or before the following dates.

	SMART IDEAS		RESEARCH PROGRAMMES
	CONCEPTS	FULL PROPOSALS	FULL PROPOSALS
Assessment recorded in the IMS portal	07 Feb 2019	3 July 2019	<i>for assessment of Excellence: 28 Mar 2019</i> <i>for assessment of Impact: 12 Jun 2019</i>
Lead Assessor comments recorded in the IMS portal	27 Feb 2019	24 Jul 2019	<i>for Excellence: 18 Apr 2019</i> <i>for Impact: 10 Jul 2019</i>

Lead Assessors are sent an email alert(s) when the individual assessments for their proposals have been completed and they are able to start their assessment summaries.

Confidentiality and Privacy

To ensure confidentiality, as an Assessor you must:

- > Ensure the safekeeping of all proposals and related documents (*e.g., workbooks, notes, etc.*).
- > Destroy any remaining documentation (*or return it to MBIE*), at the end of the assessment process.
- > Not correspond with or discuss the content or assessment of any proposal with the Applicant or any other party. If an Applicant contacts you about a proposal:
 - direct them to MBIE (Endeavour@mbie.govt.nz), and
 - email MBIE with the details of your contact.
- > Not use any confidential information for any purpose other than assessment.

All Assessors must agree to adhere to MBIE's confidentiality and privacy policies before they can view their assigned proposals. This applies to all information provided by MBIE and collected in the IMS portal.

Official Information Act 1982

MBIE is subject to the Official Information Act 1982 and therefore assessment information may be released, as required by the Act.

Conflicts of Interest

MBIE follows a rigorous process to maintain the credibility of the investment process and to assure Applicants that their proposals are reasonably and fairly assessed.

Before starting your assessment, you **must** check your list of assigned proposals for any conflicts of interest and either accept or decline the assignments as appropriate (*see page 12 for how to do this*).

What is Considered a Conflict of Interest?

Conflicts of interest may occur on two levels; direct and indirect.

- > A **direct** conflict of interest would be deemed if you are:
 - directly involved with a proposal (*as a participant, manager, mentor, or partner*) or you have a close personal relationship with the Applicant, e.g., family members, or
 - a collaborator or in some other way involved with an Applicant's work programme.
- > An **indirect** conflict of interest would be deemed if you:
 - are employed by an organisation involved in a proposal but you are not part of the Applicant's work programme.
 - have a personal and/or professional relationship with one of the Applicants, e.g., an acquaintance.
 - have or had involvement with a proposal that is in direct competition with a proposal being assessed or where the impacts proposed by a proposal under discussion may compete with your personal business interests.

Reporting Identified Conflicts

All conflicts of interest must be declared to MBIE.

If you identify a direct conflict with a proposal that has been assigned to you, you **must** decline the assignment.

If you identify an indirect conflict, you **must** email MBIE at assessors@mbie.govt.nz with the details for further discussion before accepting or declining the assignment.

What the assessments are used for

Funding Decisions

The Science Board makes their funding decisions in accordance with the Gazette Notice.

In deciding which proposals to fund, the Science Board considers:

- > Eligibility.
- > The Assessor assessments.
- > The assessment criteria in the Gazette Notice and other considerations which include:
 - the investment signals, and the investment and portfolio targets in the Investment Plan, and
 - the Vision Mātauranga policy.

Feedback to Applicants

The assessments are also used to provide feedback to Applicants at the end of the funding round.

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Performing Assessments

Use the following procedure when assessing proposals. Remember, your assignment email(s) will confirm what you are being asked to assess which may be a combination of one or more of the following:

INVESTMENT MECHANISM	PROPOSAL TYPE	Assess for	
		EXCELLENCE	IMPACT
Smart Ideas	Concepts	Yes	No
	Full Proposals	Yes	Yes
Research Programmes	Full Proposals	Yes	Yes

The Assessment Steps

1. Read and understand the documents essential to the assessment process

Read and understand the:

- > [Gazette Notice](#) which sets out the excellence and impact assessment criteria, and the Endeavour Fund's general and specific policy objectives.
- > The relevant scoring guide supplements for Smart Ideas and Research Programmes (see the [Endeavour Fund application and assessment webpage](#)). These scoring guides contain specific points to note for each assessment criterion to help ensure consistency in assessment.
- > [Endeavour Fund Investment Plan 2019 to 2021](#) which details the Government's goals and priorities for investment through the Endeavour Fund.
- > Vision Mātauranga policy (*see page 10 for details*).

2. Accept (or Decline) assigned proposals

Accept your assigned proposals (or decline if you believe a direct conflict of interest exists). Contact MBIE if you believe an indirect conflict of interest exists (*see page 12 for how to do this*).

3. Read assigned proposals (*see page 13 for how to view and print*).

4. Select an assessment score and record associated commentary

Only assess the information presented in the proposal. Applicants are expected to present all relevant information. If a proposal has obvious gaps, reflect this in your score and detail the significant issues in your comments.

As directed in your assignment, independently score each proposal using **either** the excellence or impact assessment criteria in the relevant assessment scoring guide supplements for Smart Ideas and Research Programmes.

For each assessment criterion, select a score ranging from **1** (*low quality*) to **7** (*high quality*) from the scoring grid which best matches your assessment.

While certain sections of proposals specifically align with the assessment criteria, assess the proposal as a **whole** before finalising your assessment.

Record your assessment scores in the IMS portal (*see page 13*) and the reasons why you gave those scores. Your comments should also identify, if applicable, the specific reasons for a deficiency or merit, if the scores are below 3 or above 5, respectively.

Ensure that your comments are professional, honest, and accurate, and correlate with the scores and descriptions outlined in the scoring guides. Do not include names and be mindful that:

- if requested, your comments may be released under the Official Information Act.
- your comments form the basis of feedback to Applicants.
- word limits for comments apply; these clearly display top left of each **Comment** field in the IMS portal.
- if assessing excellence, only comment on excellence, if assessing impact, only comment on impact.

Exercise your knowledge, judgement and expertise to reach clear and sound assessments that are fair, objective and evidence-based.

You will also be asked to rate:

- how closely your area(s) of expertise aligns with the proposal, whether **Aligned**, **Well aligned**, or **Very well aligned**.
- if applicable to your assessment, the level of scientific or technical risk in the proposal, whether **Low**, **Medium** or **High**.

Be wary of ‘drift’ in your scoring. It is common for scoring to change as Assessors gain experience with the assessment process.

5. Lead Assessors only

View and summarise Assessor comments for assigned proposals

Record your summary for each assigned proposal, based on the individual Assessor comments and scores. Where there is a wide diversity of scores, comment on the reasons why.

Do not include names or scores in your comments.

Be mindful that if requested to do so, assessment comments may be released under the Official Information Act and that your comments form the basis of feedback to the Applicants.

Assessment of Research Programmes proposals for Impact only

In addition, Lead Assessors also provide an **Impartial Revised Score** and a comment explaining your rationale.

The **Impartial Revised Score** should reflect what you believe the proposal should receive, **without bias**, after considering the scores and comments from the other Assessors.

The comment explaining your rationale is required for MBIE’s Science Board. This is particularly important if this new score is different to the median of the individual Assessors scores.

6. Destroy (*or return to MBIE*) all proposals and supporting documentation when the assessment process is complete.

Note that MBIE will perform quality assurance checks on all assessments. The purpose of this is to ensure Assessors are delivering effective and high quality assessments, in accordance with the Gazette Notice, assessment guidelines and scoring guide supplements.

If MBIE has any questions with respect to your assessment(s), we will contact you.

Vision Mātauranga

Through the [Vision Mātauranga policy](#), we encourage appropriate and distinctive research arising from the interface between Māori knowledge and science, to deliver effective and innovative products, services and outcomes for New Zealand. This includes integrating the policy across government investments in research, and building the capability, capacity and networks of Māori and the research community to collaborate and carry out this work. The outcomes being sought through the policy appear in the Investment Signals section of the Endeavour Fund Investment Plan 2019-2021.

The excellence and impact assessment includes Vision Mātauranga where relevant; it is not a separate or additional assessment. When performing your assessment, consider if Vision Mātauranga is relevant.

If Vision Mātauranga is relevant, in terms of the positioning of the proposal and/or if there is explicit acknowledgement of Vision Mātauranga, consider:

- > When assessing **excellence**, whether Vision Mātauranga has been incorporated in the design of the research, and the capability of the team and its connections to key Māori stakeholders?
- > When assessing **impact**, the extent the proposal identifies potential benefits to Māori and New Zealand, and the extent to which the implementation pathway engages key Māori stakeholders and Māori knowledge in delivering these benefits?

During assessment, you are asked to:

- > Consider whether Vision Mātauranga is relevant to the proposal.
- > Whether the Applicant recognises the relevance of Vision Mātauranga to the proposal.
- > If Vision Mātauranga is relevant, how well has it been addressed by the Applicant (**Very well**, **Moderately well** or **Not well**).

If there is divergence between your opinion on the relevance of Vision Mātauranga and the Applicant's, you must give reasons for this. If not relevant, and this is consistent with the Applicant's view, the only comment you need to make is 'Vision Mātauranga is not is not relevant to this proposal'.

Viewing Assigned Proposals and Recording Assessments

This section details how to access the proposals assigned to you and how to record your assessments. Both of these actions are performed in MBIE's IMS portal.

Accessing the IMS Portal

To access the portal you require:

- > Chrome or Firefox
- > Your MBIE IMS portal Username and Password.

■ To log in to the IMS portal:

For first time Assessors:

1. You will receive an email containing your portal username and a temporary password. Click the **portal link** in this email. The IMS portal's access agreement displays. This agreement details the terms and conditions governing the use of the portal.

Your temporary password will expire in 72 hours and can only be used once. The access agreement will only appear once, the first time you log in.

2. Read and accept this agreement. Once accepted, an **Edit password** screen displays.
3. Following the on screen prompts, enter your temporary password and then enter a new permanent one.
4. Click the **Save Changes** button.

The portal's **Home screen** displays.

Five or more failed log in attempts will automatically lock you out of the system. If this occurs, contact the Investment Operations Team and ask for your account to be unlocked.

For previous Assessors:

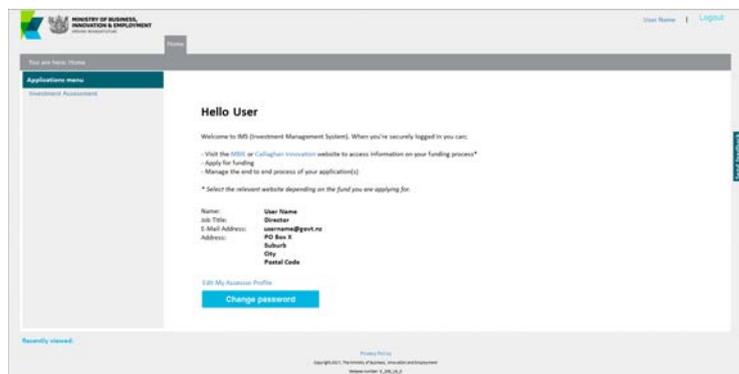
1. Click the **MBIE IMS Portal link** (ims.msi.govt.nz/).
2. Type your Username and Password.
3. Click the **Login Securely** button. The portal's **Home screen** displays.

■ To log out of the portal:

1. Do one of the following:
 - Click the **Logout** hyperlink (*located top right of the Home screen*).
 - Click the **UN** icon (*where UN is your initials*) located top right of assessment **Scoring page**.

For portal support, contact MBIE's Investment Operations Team Monday to Friday between 8.30am and 4.30pm (New Zealand time):

- > email imssupport@mbie.govt.nz
- > call 0800 693 778



The Home page of the MBIE IMS portal

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Accepting/Declining Assigned Proposals

KEY PORTAL DATES	SMART IDEAS		RESEARCH PROGRAMMES
	CONCEPTS	FULL PROPOSALS	FULL PROPOSALS
Proposals assigned	23 Jan 2019	13 Jun 2019	for assessment of Excellence: 18 Mar 2019 for assessment of Impact: 30 May 2019

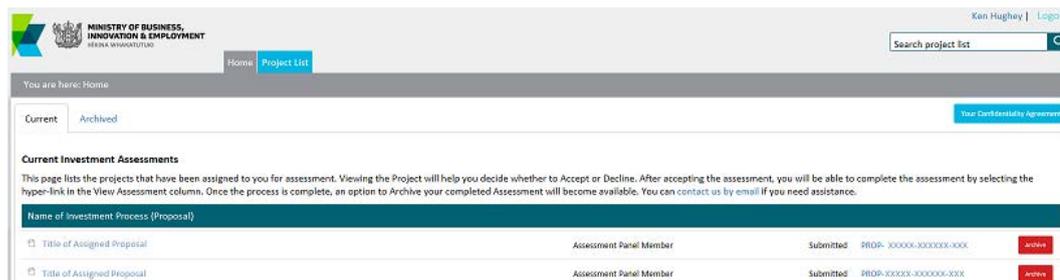
Note that additional proposals may be assigned after these dates.

■ **To accept (or decline) an assignment:**

1. On the **Home** tab, click the **Investment Assessment** link > **Current** tab.
2. Read and accept the confidentiality agreement. This agreement details the terms and conditions governing the assessment process.

This agreement will only display to first time Assessors when they access their list of assignments. You can revisit this agreement at any stage by clicking the **Your Confidentiality Agreement** button located top right of the **Investment Assessment** link > **Current** tab.

Once accepted, the list of all proposals assigned to you displays.



3. Scroll down the list to see your assignments.

The Endeavour Fund proposals assigned to you are listed under the **View Project** column, grouped by investment process. If you have performed assessments in the past, your new assignments will be at the top of the list under one or more of the following headings:

 - 2019 Endeavour Fund - Smart Ideas (Concepts)
 - 2019 Endeavour Fund - Smart Ideas (Proposals)
 - 2019 Endeavour Fund - Research Programmes (Proposals)
4. For the first proposal listed, click the link under **View Project**. A **summary** of the proposal opens in a new browser tab.
5. Read this **summary** and:
 - If you deem a **direct conflict of interest** exists:
 1. Select the browser tab displaying the IMS portal.
 2. Click the **Decline** button adjacent to the proposal.
 3. In the resulting dialog box, enter the reason for declining the proposal and then click the **Save** button. The declined proposal is automatically removed from your list of assigned projects.
 4. Close the proposal summary tab.
 - If you decide an **indirect conflict of interest** exists, close the proposal summary and email MBIE at assessors@mbie.govt.nz to explain the reason why.
 - If there is **no conflict of interest**, close the summary and click the **Accept** button adjacent to the proposal.

The proposal is allocated an **In progress** status.

6. Repeat the above steps for all the proposals assigned to you in your list.

A full proposal cannot be viewed until an assigned proposal has been accepted for assessment.

Viewing and Printing Assigned Proposals

■ **To view and print a proposal:**

1. Access the **Home** tab > **Investment Assessment** page > **Current** tab.
2. Click a proposal's **View Project** link. The **full proposal** (*in PDF form*) displays in a separate browser tab.
3. From here you can view, print and if desired, download the **full proposal** to your computer to enable access without having to be logged into the MBIE portal.

The proposal number is prominently displayed in the header of the proposal.

Proposals **must** be kept confidential. You are **required to:**

- ensure the safe keeping of all proposals and related documents (*e.g., workbooks and notes, etc.*) during the assessment process.
- destroy all saved/printed proposals (*or return to MBIE*) after the assessment process is completed.

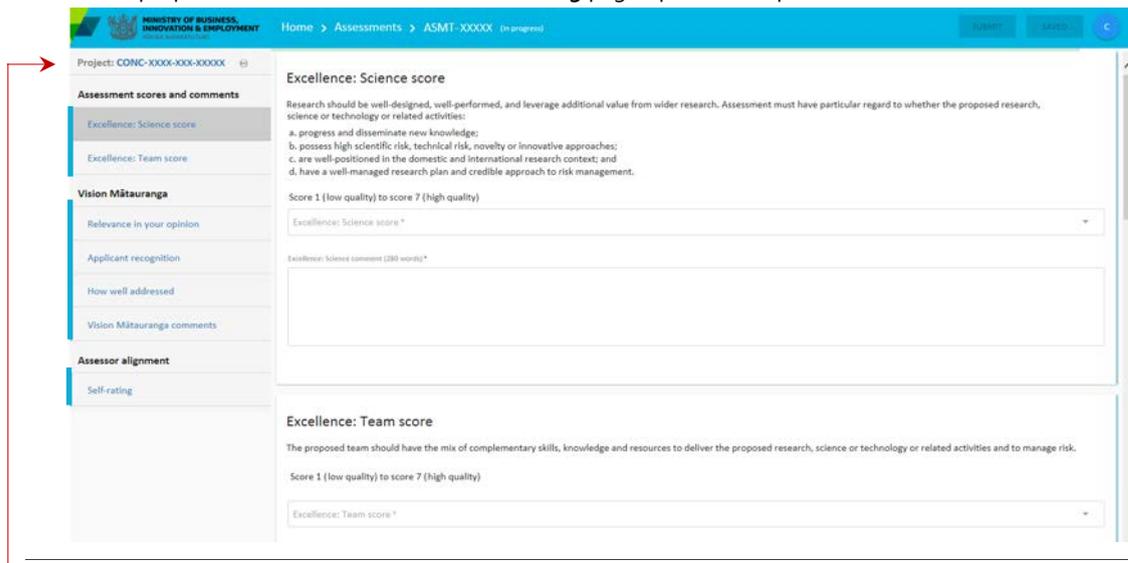
Recording Assessments

Your assessments are due on or before the following dates.

ASSESSMENT DUE DATES	SMART IDEAS		RESEARCH PROGRAMMES
	CONCEPTS	FULL PROPOSALS	FULL PROPOSALS
Assessment recorded in the IMS portal	07 Feb 2019	3 July 2019	<i>for assessment of Excellence: 28 Mar 2019</i> <i>for assessment of Impact: 12 Jun 2019</i>

■ **To record your assessments:**

1. Access the **Home** tab > **Investment Assessment** page > **Current** tab.
2. Click a proposal's **View Assessment** link. A **Scoring** page opens in a separate browser tab.



You can view and print the proposal by clicking the printer icon next to the proposal number at the top left of the **Navigation** panel.

You **must:**

- ensure the safe keeping of all proposals and related documents, *e.g., workbooks, notes, etc.*
- destroy all saved/printed proposals once the assessment process is complete.

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3. Enter your assessment scores and commentary into the relevant fields. The areas you are required to respond to are detailed in the **Navigation** panel on the left hand side of the screen. Either scroll down the page to view and enter all fields or click on a link in the panel for direct access.

Your entries are automatically saved at regular intervals. A **Save and Undo** panel displays (bottom right of the screen) every time an automatic save occurs at which time you are given the opportunity to **Undo** the changes, if necessary.

Ensure that your comments are professional, honest, accurate, and correlate to the score and description associated with the relevant scoring guide supplement. Do not include names and be mindful that:

- if requested to do so, they may be made available under the Official Information Act.
- your comments form the basis of feedback to the Applicants.
- word limits for comments apply; these clearly display top left of each **Comment** field.

Comment only to what you have been asked to assess, i.e. Excellence or Impact.

When responding to the Vision Mātauranga questions, where there is a divergence between your view and the Applicant's view as to whether or not Vision Mātauranga applies, give reasons for this. If Vision Mātauranga is not relevant to the proposal, and this is consistent with the Applicant's view, the only comment you need to make is "Vision Mātauranga is not relevant to that proposal".

You will also be asked to rate:

- how closely your area(s) of expertise aligns with the proposal; whether **Aligned**, **Well aligned**, or **Very well aligned**.
- if applicable to your assessment, the level of scientific or technical risk in the proposal; whether **Low**, **Medium** or **High**.

4. When your assessment is complete (*you have recorded your assessment rating and comment(s) into all of the fields*), click the **Submit** button.
5. A summary dialog displays with your assessment. If your recorded answers are satisfactory to you, click the **Submit** button. If not, click the **Back** button to return to the **Scoring** page and modify your commentary.

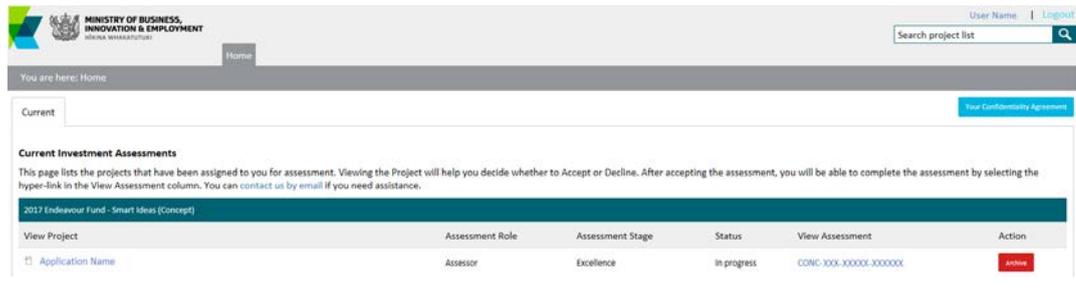
The **Submit** button is not active until all fields are complete.

Once submitted, the proposal is automatically assigned the status **Submitted**.

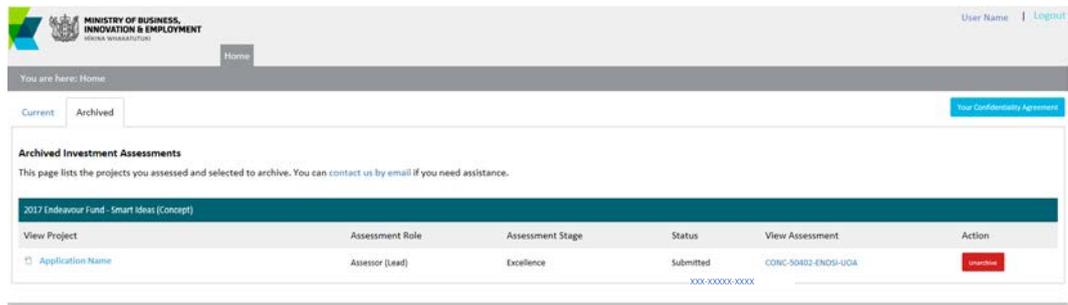
6. Close the browser tab displaying the **Scoring page** and return to the tab displaying your list of assignments.

You may need to refresh the browser page to display the change in status.

7. For the proposal you have just scored, click the **Archive** button. The proposal will be automatically removed from your list of assignments.



View all archived assignments on the **Archived** tab. You can unarchive the proposal at any stage by clicking the **Unarchive** button.



Remember to destroy all saved/printed proposals after the assessment process is completed.

Checking the Status of your Assessments

You can check the completeness of your assessment of a proposal in the left hand Navigation panel.

THE COLOURED BAR	INDICATES YOU HAVE...
	recorded a response
	yet to respond

TIP: You can also click the mouse at the top of the **Scoring** page to view a Progress bar.

Updating Your IMS Portal Details

From the **Home** screen in the IMS portal, you can update your details as and when required.

- **To view and/or update your details:**
 1. Click the **Edit my account details** button on the **Home** tab.
 2. Update your details as required and click **Save**.
- **To change your password:**
 1. Click the **Change password** button on the **Home** tab.
 2. Enter your new password and click **Save**.

TIP: You can also access these details by clicking the  icon (where *UN* is your initials) located top right of assessment scoring pages.

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Recording Lead Assessor Summaries

Lead Assessors are sent email alerts when they can begin to enter their summary comments for a proposal. A Lead Assessor summary describes and summarises the individual Assessor scores and comments.

Lead Assessor comments are due on or before the following dates.

ASSESSMENT DUE DATES	SMART IDEAS		RESEARCH PROGRAMMES
	CONCEPTS	FULL PROPOSALS	FULL PROPOSALS
Lead Assessor comments recorded in the IMS portal	27 Feb 2019	24 Jul 2019	for assessment of Excellence: 18 Apr 2019 for Impact: 10 Jul 2019

Recording Assessment Summary Comments

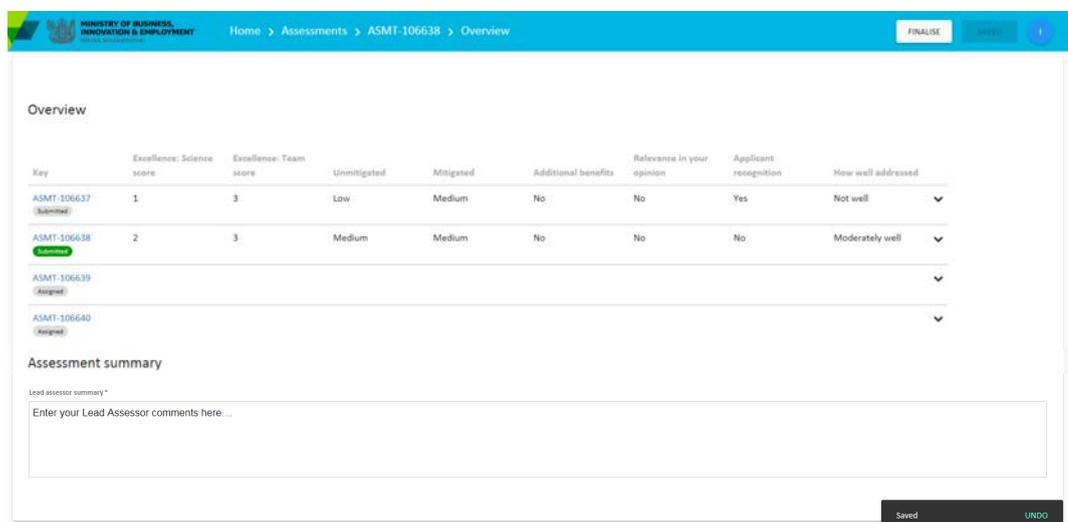
This is for all proposals assigned to you.

■ **To record your Summary comment:**

1. Access the **Home** tab > **Investment Assessment** page > **Current** tab.
2. Click a proposal's **View Assessment** link and then click the **View All** button.

This button is **only available** to **Lead Assessors** when they have been alerted to enter their summary comments for a proposal.

A summary screen detailing the assessment comments recorded for that proposal displays.



A separate line displays the recorded assessment of each Assessor assigned to the proposal. Click the symbol **▼** (located to the right of each assessment row) to expand the display and view their individual comments.



You can also click the proposal's number to open and view the **Scoring** page. The status of each assessment is shown – the Lead is displayed in Green.

3. Enter your assessment comments in the **Assessment Summary** field and when complete, click **Finalise**.
4. A summary dialog displays with your assessment comments. If satisfactory to you, click the **Finalise** button. If not, click the **Back** button to return and modify.

Recording Impartial Revised Scores and Rationale

This is for Research Programmes proposals Impact assessments only.

■ To record your Impartial Revised Scores and rationale:

1. Access the **Home** tab > **Investment Assessment** page > **Current** tab.
2. Click a proposal's **View Assessment** link and then click the **View All** button.

This button is **only available** to **Lead Assessors** when they have been alerted to enter their summary comments for a proposal.

A summary screen detailing the assessment comments recorded for that proposal displays.

A separate line displays the recorded assessment of each Assessor assigned to the proposal. Click the symbol ▼ (*located to the right of each assessment row*) to expand the display and view their individual comments.

You can also click the proposal's number to open and view the **Scoring** page. The status of each assessment is shown – the Lead is displayed in Green.

3. In the **Assessment Summary** field:
 - > Enter your Assessor summary comments.
 - > Enter the rationale for your **Impartial Revised Score** in a separate section at the bottom of the Assessment Summary field under a subheading **Rationale**.
4. The median Assessor score displays for your consideration. **Confirm** or **change** this score in the **Impartial Revised Score** field.
5. When complete, click **Finalise**.
6. A summary dialog displays with your assessment comments. If satisfactory to you, click the **Finalise** button. If not, click the **Back** button to return and modify.



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