

Strategic Science Investment Fund:  
New Zealand Data Science Research  
Programmes

# Call for Proposals

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2019

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MINISTRY OF BUSINESS,  
INNOVATION & EMPLOYMENT  
HĪKINA WHAKATUTUKI

[newzealand.govt.nz](http://newzealand.govt.nz)

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Published April 2019

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Data science is dynamic and emerging, bridging multiple disciplines. We define data science as:

*scientific methods, processes, algorithms and systems to extract knowledge and insights from data in various forms, both structured and unstructured, employing techniques and theories drawn from computer science, mathematics, statistics, information science, operations research and engineering.*

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# The New Zealand Data Science Research Programmes

Data science is changing how things are done at an extraordinary rate, providing new ways to improve prosperity and wellbeing. To harness the benefits, New Zealand needs to be at the forefront of emerging data science technologies.

Data science is an evolving field of science which can be difficult to define. It is an interdisciplinary field that uses scientific methods, processes, algorithms and systems to extract knowledge and insights from data in various forms, both structured and unstructured. It traditionally draws on computer science, statistics, and mathematics but includes a wide range of other disciplines. It can be applied in multiple areas, across all research disciplines, and has impact across the economy, environment and society.

MBIE wants to make sure New Zealand has sufficient advanced data science capability to develop useful and transformative data science techniques, and to create benefits for New Zealand. The new investment is intended to significantly lift New Zealand's capability and to support and encourage dynamic and world class data science research.

Government will invest in up to four strategic multi-disciplinary data science research programmes each inspired by real world problems.

This Call for Proposals invites proposals for ambitious, excellent and well-defined research programmes which deliver on the Government's data science investment goals. It contains the information required to prepare and submit a funding application.

## About the Strategic Science Investment Fund

The investment in data science research will be a strategic science investment, funded through the Strategic Science Investment Fund (SSIF).

The SSIF was established in April 2016 by the New Zealand Government. Its purpose is to establish and support longer-term underpinning infrastructure and programmes of mission-led science critical to the future of New Zealand's economy, environment and wellbeing.

SSIF programmes provide a vehicle for the development of dynamic research capability in areas of strategic importance to New Zealand.

## What Funding is Available?

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The total funding available for a portfolio of data science investments is up to \$49 million over 7 years (*exclusive of GST*).

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Funding available for each programme will be between \$1 million to \$3 million per year for 7 years. Each research programme will be contracted separately.

## 2

### The Government's Investment Goals for Data Science

The Government wants to advance the development of a dynamic and world class data science capability for New Zealand. Capability will be built through a strategic portfolio of up to four multidisciplinary, use inspired data science research programmes that address big challenges for the economy, environment and society.

If fulfilled, the Government's investment goals will significantly advance our data science capability.

- > **Deliver excellence:** Produce excellent, cutting edge, dynamic and paradigm-shifting data science research.
- > **Grow capability:** Grow the scale, depth, excellence and impact of New Zealand's data science research community. The programmes will have strong leadership and multidisciplinary teams. They will attract top international researchers and support emerging researchers.
- > **Deliver additionality:** Provide fresh and ambitious thinking, new people, new collaborations, new and expanded research, and new impacts that would not have happened without this investment.
- > **Leverage collaboration:** Foster and grow international and national collaborations among data science researchers, and between data science researchers and end users. Collaborations should support research excellence and grow data science capabilities.
- > Give effect to the **Vision Mātauranga** policy.

### The Research Focus of the Data Science Programmes

Each programme will focus on a profound and complex data science challenge, inspired by problems drawn from the real world. The research will be use-inspired.

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Use-inspired: the programmes will address practical problems facing New Zealand and expand the data science body of knowledge

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Real-world domains with the potential to integrate data science and that are of interest to government include, but is not limited to:

- > **Agritech** to inform the future of food and farming. This includes the use of approaches such as precision agriculture, sensor technologies and on-farm robotics.
- > **Energy technologies** to develop sustainable technologies in the energy sector.
- > **Environment/conservation** to support climate change and conservation research.
- > **Health** to connect, process and analyse large amounts of data that will support innovative models of care and more equitable health outcomes for people and populations.
- > **Space** to support space missions. Examples include artificial intelligence for automated systems in space, on-board data processing, and the analysis of earth observation data
- > **Urban systems** to inform urban planning and how we design and build structures to deliver data centric urban systems.
- > **Other domains** addressing current issues for New Zealand and that inspire advanced and innovative data science will be considered.

Data science research areas that could deliver benefits in the domains include, but are not limited to:

- > advanced machine learning
- > statistical learning
- > data quality and mining
- > image processing
- > language processing
- > visualisation
- > transparency and metrics
- > Te Ao Māori and data science.

MBIE recognises data science is fast-moving and assessors will not use a narrow definition to determine whether proposed themes are in or out of scope but will consider whether the proposed programme meets the government data science investment goals.

## Expected Outcomes and Impacts of the New Zealand Data Science Research Programmes

The Data Science Research Programmes offer the opportunity for greater use of advanced data science for New Zealand benefit.

The vision of the New Zealand Data Science Research Programmes is that New Zealand has a dynamic, exciting and cutting edge advanced data science research community and advanced data science is solving real challenges for New Zealand, across the economy, society and environment. We will know we have achieved this when there is increased use of data to provide new knowledge, inform policy, and create new products and services/ways of working.

Through this investment the New Zealand Government will fund use-inspired data science research programmes that focus on real-world problems, of significance to NZ, that are multidisciplinary, collaborative and with international links.

<b>ENABLERS</b> <i>What will make the vision possible?</i>	<b>OUTPUTS</b> <i>(knowledge and skills)</i> <i>What will the programme produce? What activities will it encourage?</i>	<b>OUTCOMES</b> <i>What will result from the output?</i>	<b>END IMPACT</b> <i>(change to the economy, society, or environment)</i> <i>What will be the overall benefit to New Zealand?</i>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Quality, complex New Zealand data sets are accessible and available for trusted use.</li> <li><input type="checkbox"/> Institutions and a regulatory environment that supports data sharing and data driven innovation.</li> <li><input type="checkbox"/> Social licence for trusted data use.</li> <li><input type="checkbox"/> Effective compute and connect infrastructure.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Dynamic, excellent, data science research.</li> <li><input type="checkbox"/> New connections across the spectrum of data science research in New Zealand, from discovery to application, to product development.</li> <li><input type="checkbox"/> New connections with international data science research experts.</li> <li><input type="checkbox"/> New data science talent in New Zealand.</li> <li><input type="checkbox"/> New strategic collaborations between data science researchers and end-users, working together to create impact via use of data science to solve New Zealand challenges.</li> <li><input type="checkbox"/> New uses of data science in specific domains.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> New Zealand has deep multidisciplinary expertise in advanced data science research; research institutions have increased their data science research capability and capacity.</li> <li><input type="checkbox"/> New instances where advanced data science is addressing New Zealand research challenges.</li> <li><input type="checkbox"/> New instances where advanced data science is addressing real world issues and challenges to benefit New Zealand.</li> <li><input type="checkbox"/> People are using new and improved data science processes tools and technologies to generate commercial benefits.</li> <li><input type="checkbox"/> A bigger, more capable and strongly connected community of data science researchers, linked with end-users.</li> <li><input type="checkbox"/> More data science talent in the work force beyond research organisations.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> World leading data science research is translated into positive impact for New Zealand via new, more efficient and sustainable ways of working.</li> <li><input type="checkbox"/> Data science is widely used in New Zealand across the government, industry, environment and our society.</li> <li><input type="checkbox"/> New Zealand's excellent, high impact, use inspired data science research is internationally recognised, and people want to collaborate with New Zealand data scientists.</li> <li><input type="checkbox"/> A bigger and more productive data science industry in New Zealand, with more data science jobs and bigger earnings.</li> </ul>

MBIE will work with successful applicants to develop an outcome and impacts framework and develop key performance indicators for the programme.

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### Joint Data Science Research Programme with Singapore

Alongside this Call for Proposals, the Government is committing additional funding for a specific collaborative data science research programme with Singapore. This is under the umbrella of the Enhanced Partnership between Singapore and New Zealand. The Singapore bilateral programme will be negotiated separately.

MBIE will use an Expression of Interest to select researchers to be involved in preliminary discussions with Singapore to scope the bilateral programme. The Expression of Interest will be issued after the release of this Call for Proposals.

You are not expected to address the Singapore joint programme in your response to this Call for Proposals.

### Who Can Apply?

To be eligible for funding under this Call for Proposals:

1. The applicant must be a New Zealand-based legal entity with established research capability.
2. The applicant must have access to an advanced network that allows rapid and high fidelity national and international transfer of data with minimal packet loss and enables data-intensive research activity and collaboration with international researchers.
3. The majority of the research, science or technology, or related activities are to be undertaken in New Zealand, unless MBIE agrees there are compelling reasons not to.
4. The applicant organisation cannot be a department of the public service listed in Schedule 1 of the State Sector Act 1988.

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Individual researchers may be members of research teams in more than one application under this Call for Proposals.

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# The Application and Assessment Process

The New Zealand Data Science Programme investment comprises a two-phase investment process.

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- Phase 1**      **REGISTRATION**
- > Registration is compulsory.
  - > Applicants cannot submit a proposal unless they have registered.
  - > MBIE will use the information collected at registration to prepare for the assessment of submitted proposals.
- 

- Phase 2**      **PROPOSAL**
- > A panel of independent expert assessors will assess eligible proposals.
  - > An expert in Vision Mātauranga will assess eligible proposals against the assessment criteria and Vision Mātauranga policy, and will provide recommendations to the Assessment Panel.
  - > We may request further information or seek clarification regarding your application.
  - > Applicants may be invited to present their proposal to the Assessment Panel and the Vision Mātauranga expert in Wellington.
  - > The Assessment Panel will provide recommendations to MBIE that will inform the final decision on which proposals will progress to contracting.
  - > All applicants will be notified of the assessment outcome.
- 

## Key Dates

<b>Information Session</b>	29 April 2019: 12.30pm until 4.00pm
<b>Registration period</b>	7 May 2019 until noon, 30 May 2019
<b>Submission period for proposals</b>	7 May 2019 until noon, 18 July 2019
<b>Assessment of proposals</b>	July – August 2019
<b>Assessment Panel meeting</b>	August 2019
<b>MBIE investment decisions announced</b>	September 2019
<b>Contracts begin</b>	Negotiated

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

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## Information Session

A Data Science Information Session run by MBIE will be held in Wellington on 29 April 2019. At this session, MBIE will outline the vision and intent of the investment, and discuss the assessment criteria and application process. MBIE will welcome questions in advance and will respond to potential applicants' queries or concerns in an open forum. Contact your research office or email [SSIF.investment@mbie.govt.nz](mailto:SSIF.investment@mbie.govt.nz) for more information.

## Key Reference Documents

When developing your application, we encourage you to consult the following key reference documents.

- > The [Strategic Science Investment Fund Investment Plan](#) outlines the government's strategy for its science investment until 2024.
- > The [National Statement of Science Investment 2015-2025](#) details the Government's ten-year vision for New Zealand's science system.
- > The [Vision Mātauranga policy](#) outlines the Government's policy framework that aims to unlock the innovation potential of Māori knowledge, resources and people to assist New Zealanders to create a better future.
- > MBIE's [Diversity in Science Statement](#).
- > [Our plan for a modern New Zealand we can all be proud of](#) details the Government's long-term plan to build a modern and fairer New Zealand.
- > [Our living standards framework](#) outlines The Treasury's Living Standards Framework (LSF) which helps advise governments about how the policy trade-offs they make are likely to affect everyone's living standards.

Any other government sector specific strategy document as relevant to the research.

## The Assessment Criteria

The Assessment Panel and a Vision Mātauranga expert will assess eligible proposals against the following criteria, their alignment with the Government's investment goals for the Programme, and where applicable how your proposal will give effect to the Vision Mātauranga policy.

DATA SCIENCE PROGRAMME ASSESSMENT CRITERIA		WEIGHTING
<b>EXCELLENCE</b>	<p><b>THE PROGRAMME(S) WILL DELIVER EXCELLENCE BY DEVELOPING CUTTING EDGE, DYNAMIC AND PARADIGM-SHIFTING DATA SCIENCE RESEARCH FOR NEW ZEALAND</b></p> <p>When assessing this criterion, assessors will consider the proposal's:</p> <ul style="list-style-type: none"> <li>&gt; strategic direction and vision,</li> <li>&gt; selection of the real world problem and data science research area(s) to be addressed and how the method and high level approach (methodology) will enable the delivery of the research aims,</li> <li>&gt; approaches and whether they be innovative or novel, and if they develop new knowledge, including where relevant exploring indigenous knowledge and/or scientific or technological advances,</li> <li>&gt; skills and knowledge the team has to deliver the proposed activities, including leadership expertise and experience, relevant collaborations, and</li> <li>&gt; ability to manage and use data and technology, including Māori data, in a trusted and ethical manner.</li> </ul>	25%
<b>IMPACT</b>	<p><b>THE PROGRAMME WILL CREATE DIRECT AND INDIRECT BENEFITS FOR NEW ZEALAND BY GENERATING VALUE FOR DATA SCIENCE END-USERS, INCLUDING DATA SCIENCE-BASED INDUSTRIES</b></p> <p>When assessing this criterion, assessors will consider the proposal's potential to:</p> <ul style="list-style-type: none"> <li>&gt; where relevant, address the themes of the Vision Mātauranga Policy,</li> <li>&gt; develop advanced and innovative data science approaches that can help solve key challenges for New Zealand in line with the Government Investment Goals,</li> <li>&gt; support a pipeline of research so that new ideas can be developed and applied to solve problems,</li> <li>&gt; deliver additionality, provide ambitious fresh thinking, new people, new and expanded research, new collaborations and impacts that would not have happened without this investment, and</li> <li>&gt; develop pathways to impact with the selected domain and beyond to other real world domains, including for Māori (where relevant).</li> </ul>	25%
<b>INVESTING IN PEOPLE</b>	<p><b>THE PROPOSAL WILL GROW THE SCALE AND DEPTH OF NEW ZEALAND'S DATA SCIENCE CAPABILITY</b></p> <p>When assessing this criterion, assessors will consider the proposal's potential to:</p> <ul style="list-style-type: none"> <li>&gt; develop deep excellence and world class academic leadership in defined areas of data science,</li> <li>&gt; foster a multi-disciplinary approach across disciplinary boundaries,</li> <li>&gt; leverage collaboration, attract top researchers to New Zealand and support New Zealand emerging researchers, provide support for PhDs and post-doctorates and where possible encourage them to gain international experience, and</li> <li>&gt; develop Māori capability in data science (where relevant).</li> </ul>	25%
<b>DOMESTIC AND INTERNATIONAL COLLABORATION</b>	<p><b>THE PROGRAMME WILL BUILD A HIGHER PERFORMING COLLABORATION TO DELIVER EXCELLENT RESEARCH AND GROW DOMESTIC AND INTERNATIONAL SCIENCE CONNECTIONS</b></p> <p>When assessing this criterion, assessors will consider the proposal's potential to:</p> <ul style="list-style-type: none"> <li>&gt; grow international and national collaborations,</li> <li>&gt; develop enduring and strategic collaborations with end users, draw on a range of industry, science and government expertise to enhance the relevance of the research,</li> <li>&gt; develop enduring and strategic partnerships to engage Māori in planning, conducting or implementing the research (where relevant), and</li> <li>&gt; bring complementary resources to the programme, build a connected high performing research team and facilitate access to leading edge data science research and infrastructure.</li> </ul>	25%

# 8

## Conflicts of Interest

We will publish the names of assessors on MBIE's [Data Science Programme webpage](#) before proposals are assessed. If you identify that an assessor has an actual, potential or perceived direct or an indirect conflict of interest, you must email [SSIF.investment@mbie.govt.nz](mailto:SSIF.investment@mbie.govt.nz) with the details for further discussion.

Conflicts of interest may occur on two different levels:

- > A **direct** conflict of interest; where an assessor is:
  - directly involved with a proposal (*as a participant, manager, mentor, or partner*) or has a close personal relationship with the applicant, e.g., family members, or
  - a collaborator or in some other way involved with an applicant's proposal.
- > An **indirect** conflict of interest; where an assessor:
  - is employed by an organisation involved in a proposal but is not part of the applicant's proposal, or
  - has a personal and/or professional relationship with one of the applicants, e.g., an acquaintance, or
  - is assessing a proposal under discussion that may compete with their business interests.

## Privacy

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

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

## Meeting the New Zealand Government Data Requirements

MBIE is committed to ensuring that all science data generated through its investments meets minimum expectations of good data management and public availability.

If you receive funding, we expect you to comply with:

1. The [New Zealand Government Open Access and Licensing Framework](#). This framework advocates the use of Creative Commons<sup>1</sup> licences.
2. MBIE's [Environmental Data Management Policy Statement](#). If you receive new funding for research that includes environmental science you must agree to license under a [Creative Commons Attribution 3.0 New Zealand](#) licence (CC-BY) copyright works produced.
3. [Principles for safe and effective use of data and analytics](#) when appropriate. These principles were developed by the Privacy Commissioner and Government Chief Data Steward and are designed to support safe and trusted use of data and analytics by New Zealand government agencies.

<sup>1</sup> Creative Commons, best known for its licenses, is a global non-profit organisation that enables sharing and reuse of creativity and knowledge through the provision of free legal tools. You can read more about Creative Commons at <http://creativecommons.org/>.

# Investment Decisions and Contracting

## The Decision Making Process

Investment decisions will be made by the Deputy Chief Executive (DCE), of the Labour, Science and Enterprise Group of MBIE, informed by advice from a Panel of independent expert assessors. The Panel will advise on individual proposals and on the optimal portfolio of programmes to be funded, based on the following criteria:

- > Each proposal funded has sufficient merit as assessed against the investment goals and assessment criteria.
- > The portfolio of funded programmes consists of a maximum of 4 programmes, with the total investment not exceeding \$49 million over 7 years.
- > How well the mix of investments and the resulting total portfolio meet the investment goals.
- > The balance across the portfolio, in particular, the concentration of publicly funded research in a given area, the value-for money and the risk profile of the portfolio as a whole.

High-level summary feedback will be given to both successful and unsuccessful applicants.

## Contracting

If MBIE decides to invest in Data Science Research Programmes, we will enter into an investment contract based on the Strategic Science Investment Fund – Programmes Investment Contract for a New Zealand Data Science Research Programme contract template (see MBIE's [Data Science Programme webpage](#)). By applying to this investment, you agree to the terms and conditions set out in this investment contract.

We may:

- > set pre-contractual conditions that must be met before MBIE will enter into a contract
- > add additional terms and conditions
- > vary the investment allocated from that requested
- > decide not to invest at any point along the process.

We will require successful applicants to develop an outcomes and impacts framework and develop key performance indicators (KPIs) for the programme.

## Further Information

**Email**            Application queries: [SSIF.investment@mbie.govt.nz](mailto:SSIF.investment@mbie.govt.nz)  
                         Portal 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](#) to MBIE's Alert e-newsletter.

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## Preparing your Application

This section contains a Registration and Proposal template that you can use to prepare your funding application. The templates contain the information required and guidance on preparing that information. Use the Proposal template as a guide; it is not intended to constrain the information you provide. Mandatory information is marked with an asterisk (\*). All funding applications must meet any applicable timing, formatting, system, or other similar administrative requirements as noted in this Call for Proposals.

Ensure that the proposal:

- > complies with the eligibility criteria outlined in this Call for Proposals
- > addresses the assessment criteria outlined in this Call for Proposals
- > addresses the Government's data science investment goals and research focus outlined in this Call for Proposals
- > addresses the aims of the Vision Mātauranga policy to achieve excellent research of relevance and impact to Māori and New Zealand. Where relevant, describe how the Programme will support Vision Mātauranga throughout the proposal.

Registration is completed in MBIE's Investment Management System (IMS) – a secure online portal (*see page 21*). Proposal information is also entered and submitted in this portal. We recommend you use the templates provided to draft the required information and then when ready to submit, copy and paste the necessary segments into the appropriate IMS portal fields and upload documentation where directed.

## Registration Template

This template contains the information required when registering for New Zealand Data Science Research Programmes funding. Use it to help gather the information you need to formulate your Registration. An asterisk (\*) indicates mandatory information.

Registration is completed in the IMS portal. You can register your intent for New Zealand Data Science Research Programmes funding from **7 May 2019** until **noon, 30 May 2019**.

These dates are subject to change. Any change will be notified via MBIE's [Alert](#) e-newsletter. See page 21 for more detailed IMS portal information.

REGISTRATION TEMPLATE		
<i>This is a guide and is not intended to constrain the information you provide. An * indicates mandatory information</i>		<b>WORD LIMIT</b>
PROGRAMME INFORMATION		
<b>Summary</b>	<p><b>*New Zealand Business Number (NZBN)</b></p> <p><b>Registration number</b></p>	<p>During the Registration process in the IMS portal, you will need to confirm the NZBN or, if relevant, Registration number of the applicant organisation.</p> <p>A Registration number applies to incorporated societies, charitable trusts, or companies.</p> <p>Your NZBN or Registration number will already be in the system. If this is blank or incorrect, email the correct number to <a href="mailto:imssupport@mbie.govt.nz">imssupport@mbie.govt.nz</a>.</p>
	<b>*Total Funding Requested</b>	Specify the total funding (excluding GST) that you are requesting across seven years.
	<b>*Full Title</b>	<p>Provide a meaningful title that identifies the nature of your programme. Do not include acronyms or abbreviations. <span style="float: right;">12 words</span></p> <hr/> <p>Titles should clearly reflect the nature of the research involved. Avoid cryptic or humorous "tabloid" style titles.</p>
	<b>*Duration of Programme</b>	Specify the duration of the Programme. The duration of the Programme must equal the funding period of 7 years.
	<b>*Proposal Summary</b>	<p>Provide a brief summary of what your programme aims to deliver and identify your real world domain and data science challenge(s). <span style="float: right;">300 words</span></p> <p>This overview will help MBIE to identify the types of assessment expertise required.</p>
<b>Contact Details</b>	<b>*Primary Contact</b>	Provide the name, email address and telephone number of your primary contact person. This contact must have the mandate to discuss your proposal with MBIE officials.
	<b>*Secondary Contact</b>	Provide a name, email address and telephone number for a second contact person. This second contact must differ from the primary.

## REGISTRATION TEMPLATE

*This is a guide and is not intended to constrain the information you provide. An \* indicates mandatory information*

**WORD LIMIT**

**Programme Team**

**\*Indicative Programme Team**

Using the sample table below, specify the following information for the programme's science leader, key researchers, and key individuals.

1. First and last name
2. Organisation
3. Role
4. Email

See the Programme Team section of the Proposal template for role definitions.

As part of MBIE's diversity policy, key team members will be invited to register separately in the IMS Portal where the following information will be captured:

- > Gender
- > Ethnicity
- > Career Stage
- > Date of Birth

For more information on the collection of diversity information, see MBIE's [IMS portal webpage](#).

**Sample Team Table**

Role	First Name	Last Name	Organisation	Email Address	Diversity Registration <sup>1</sup>
*Science leader	<i>Mandatory</i>	<i>Mandatory</i>	<i>Mandatory</i>	<i>Mandatory</i>	Yes
*Key researcher	<i>Mandatory</i>	<i>Mandatory</i>	<i>Mandatory</i>	<i>Mandatory</i>	Yes
*Key individual	<i>Mandatory</i>	<i>Mandatory</i>	<i>Mandatory</i>	<i>Mandatory</i>	Yes

**Eligibility**

**\*Eligibility Questions**

Confirm that your application meets the eligibility criteria:

- > Is the applicant of this proposal a New Zealand-based legal entity with established research capability?
- > Does the applicant have access to an advanced network that allows rapid and high fidelity national and international transfer of data with minimal packet loss and enables data-intensive research activity and collaboration with international researchers?
- > Will the majority of the research, science or technology, or related activities will be undertaken in New Zealand (if not, MBIE must agree that there are compelling reasons not to)?
- > Is the proposal being made by a department of the public service as listed in Schedule 1 of the State Sector Act 1988?

If you are unsure whether your application meets these criteria, contact [ssif.investment@mbie.govt.nz](mailto:ssif.investment@mbie.govt.nz) to discuss.

**Conflicts of Interest**

Declare any potential conflicts of interest and say why. *See page 8 for more details.*

## Proposal Template

This template details the information you should cover in your proposal for New Zealand Data Science Research Programmes funding. This is a guide and is not intended to constrain the information you provide. Use it to help gather the information you need to formulate your proposal. An asterisk (\*) indicates mandatory information.

Proposals can be submitted to MBIE in the IMS portal from **7 May 2019** until **noon, 18 July 2019**.

These dates are subject to change. Any change will be notified via MBIE's [Alert](#) e-newsletter. See page 21 for more detailed IMS portal information.

### PROPOSAL TEMPLATE

*This is a guide and is not intended to constrain the information you provide. An \* indicates mandatory information*

**WORD LIMIT**

### ELIGIBILITY

#### \*Eligibility Questions

- Confirm that your application meets the eligibility criteria:
- > Is the applicant of this proposal a New Zealand-based legal entity with established research capability?
  - > Does the applicant have access to an advanced network that allows rapid and high fidelity national and international transfer of data with minimal packet loss and enables data-intensive research activity and collaboration with international researchers?
  - > Will the majority of the research, science or technology, or related activities will be undertaken in New Zealand (if not, MBIE must agree that there are compelling reasons not to)?
  - > Is the proposal being made by a department of the public service as listed in Schedule 1 of the State Sector Act 1988?

### SUMMARY INFORMATION

#### Programme Information

#### \*New Zealand Business Number (NZBN)

Confirm either the NZBN or, if relevant, the Registration number of the applicant organisation.

#### Registration number

Your NZBN or Registration number will already be in the system. If this is blank or incorrect, email the correct number to [imssupport@mbie.govt.nz](mailto:imssupport@mbie.govt.nz).

#### \*Full Title

Provide a meaningful title that identifies the nature of your programme. Do not include acronyms or abbreviations.

12 words

Titles should clearly reflect the nature of the research involved. Avoid cryptic or humorous "tabloid" style titles.

#### \*Duration of Programme

Specify the duration of the Programme.

The duration of the Programme must equal the funding period of 7 years.

#### \*Start and end dates

Specify the start and end dates for the proposed Programme.

PROPOSAL TEMPLATE		
<i>This is a guide and is not intended to constrain the information you provide. An * indicates mandatory information</i>		<b>WORD LIMIT</b>
<b>Contact Details</b>	<b>*Primary Contact</b>	<p>Validate/update the name, email address and telephone number of your primary contact person.</p> <p>Remember, this contact must have the mandate to discuss the proposal with MBIE officials and should <b><u>not be the Science Leader</u></b>.</p>
	<b>*Secondary Contact</b>	<p>Validate/update the name, email address and telephone number of your second contact person.</p> <p>Remember, the second contact must differ from the primary.</p>
EXECUTIVE SUMMARY		
<b>*Executive Summary</b>	<p>Summarise your vision for a successful Data Science Research Programme and tell a compelling story about the research and science underpinning it and the impact it could have. Structure your executive summary around the assessment criteria and refer to the investment goals.</p> <p>The Executive Summary is your opportunity to introduce assessors to your research, the potential impact(s) of that research and your methodology. It should not introduce material that is not already present in the proposal.</p> <p>Do not include references, hyperlinks, images, video, or audio files.</p>	<i>600 words</i>
<b>*Strategic Intent</b>	<p>Outline the vision and strategic direction for the programme. Include:</p> <ul style="list-style-type: none"> <li>&gt; A clear outline of the research vision and explain how the programme will be inspired by a real world problem and use case to develop new data science methods, approaches and tools.</li> <li>&gt; An outline of how the programme aligns with the Government's data science investment goals.</li> </ul>	<i>200 words</i>
<b>*Public Statement</b>	<p>Provide a short summary of the proposal for public release. Include:</p> <ul style="list-style-type: none"> <li>&gt; what the proposal is planning to do</li> <li>&gt; why it is being done</li> <li>&gt; when it will be done</li> <li>&gt; by whom.</li> </ul> <p>Do not include any confidential information.</p>	<i>300 words</i>
CRITERIA		
<b>Excellence</b>	<b>*Excellence</b>	<p>Describe the excellence of your programme by outlining:</p> <ul style="list-style-type: none"> <li>&gt; The real world domain and problems you have selected and why.</li> <li>&gt; The anticipated data science issue(s) or challenge(s) you are aiming to address.</li> <li>&gt; Your high level approach (methodology) and how this will enable the delivery of the research aims.</li> <li>&gt; How your research is positioned in the domestic and international research context.</li> <li>&gt; How your approaches or ideas are innovative or novel and identify areas which are potentially cutting edge, dynamic or paradigm shifting.</li> </ul>

## PROPOSAL TEMPLATE

This is a guide and is not intended to constrain the information you provide. An \* indicates mandatory information

WORD LIMIT

- > Where your research is positioned with respect to the research horizons: generating new ideas; developing emerging ideas, or leveraging proven ideas.
- > How you will maintain agility to adapt and incorporate new ideas.
- > How you will communicate and share your research.
- > How you will explore indigenous knowledge, science and innovation, if relevant, to enhance the excellence of your research.
- > What, if any, technical risks to delivery of excellent science you have identified and how you will manage these.

**\*Team Excellence**

Describe the excellence of your team by telling us:

1000 words

- > Who in the team will provide leadership, and how will their expertise and experience enable the team to deliver the research and achieve the investment goals.
- > What skills and knowledge the team has to deliver the proposed activities including how you will engage any necessary expertise not currently available.
- > Any relevant collaborations or partnerships the team has with domestic or international researchers and how this will support research excellence.
- > Any relevant partnerships that will engage Māori in planning, conducting or implementing the research.
- > How you will ensure the team has the necessary skills, knowledge and resources over the life of the programme, including succession planning.
- > Your ability to manage and use data and technology in a trusted and ethical manner, with accountability and transparency, in accordance with any relevant requirements, and including in the context of international research collaborations.
- > How you will access, analyse and share data, via appropriate systems and tools, including implementation of the FAIR data principles for scientific data management and stewardship: Findable, Accessible, Interoperable and Reusable.
- > Your ability to provide programme management to identify and meet performance measures to deliver the programme on time and within budget.

**\*Impact**

Detail your implementation pathway and how it will deliver public benefit to New Zealand.

2000 words

Consider:

- > How you will develop advanced and innovative data science that can help solve key challenges for New Zealand in line with the investment goals.
- > How you will show strategic use of existing or new large scale New Zealand data to solve key challenges for the country.
- > Why this research should be done in New Zealand.
- > How you will support a pipeline of research so that new ideas can be developed and applied to solve problems. Include discussion of the research horizon(s) your research addresses and how this might change over the term of the investment.

## PROPOSAL TEMPLATE

*This is a guide and is not intended to constrain the information you provide. An \* indicates mandatory information*

**WORD LIMIT**

- > How you will support effective pathways to impact in the selected real world domain.
- > How you will support effective pathways to impact beyond your selected domain.
- > What, if any, risks to delivery of impact you have identified and how you will manage these.
- > Any additional benefits your approach will make possible.
- > How, if relevant, the proposed research addresses the themes of the Vision Mātauranga Policy.

### **\*Investing in People**

Tell us how your proposal will successfully develop capability in New Zealand's data science research community.

2000 words

Consider:

- > How you will develop deep excellence and world-class academic leadership in defined areas of data science.
- > How you will foster a multi-disciplinary approach to data science.
- > How you will leverage collaboration to grow capability across disciplinary boundaries.
- > How you will attract top researchers and support emerging researchers, including supporting PhDs and post-doctorates.
- > How you will grow data science capability in your selected domain.
- > How you will build Māori capability in data science.
- > How you will support diversity in the science system, in line with MBIE's diversity in science statement.
- > What if any risks you have identified in relation to developing capability.

### **\*Domestic and International Collaboration**

Tell us how the proposed Programme will leverage collaboration to achieve the investment goals.

2000 words

Consider:

- > How you will foster and grow international and national collaborations among data science researchers. For example, having international co-supervisors for PhD students or having PhD students / postdocs visit and spend some time in data science labs internationally, or enticing international researchers to spend time in New Zealand.
- > How the proposed programme will develop enduring and strategic collaborations with end users, including Māori, if relevant, to deliver the research and achieve the investment goals.
- > How the programme will draw on a range of industry, science and government expertise to enhance the relevance of the research.
- > How collaborations will be planned and managed to bring complementary resources to the programme and build a connected, high performing research team.
- > How the programme will facilitate access to leading edge data research and infrastructure.
- > How the programme will build and maintain connections and resources needed to deliver the proposed research. Indicate clearly the resources you have in-house, and those (e.g., financial, infrastructure, and/or expertise) your collaborators will bring to the programme.
- > How the research aligns with and leverages other research programmes, including the national science challenges.
- > What if any risks you have identified in relation to collaboration.

## PROPOSAL TEMPLATE

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WORD LIMIT

<b>*Vision Mātauranga</b>	<p>Summarise whether and how Vision Mātauranga is relevant to the proposal, with reference to the four research themes of the Vision Mātauranga Policy and the investment goals.</p> <p>If Vision Mātauranga is not relevant, detail the rationale that substantiates that position.</p> <hr/> <p>See also <i>Appendix 2: Strengthening Your Approach to Vision Mātauranga</i> on page 31.</p>	300 words
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## PROGRAMME DETAILS

<b>*Key Performance Indicators</b>	<p>Using the sample table that follows, provide up to six indicative Key Performance Indicators (KPIs) that show how you will measure the programme's performance over the term of the investment. KPIs should:</p> <ul style="list-style-type: none"> <li>&gt; Illustrate performance that reflects the Government's investment goals and the expected benefits of the investment.</li> <li>&gt; Be SMART (specific, measurable, achievable (even if aspirational) relevant and time bound).</li> <li>&gt; Show how the Programme's outputs lead to delivery of impact through excellent science and building of data science capability.</li> <li>&gt; Be measures that can track progress over time.</li> </ul> <p>We would anticipate the following areas to be addressed:</p> <ul style="list-style-type: none"> <li>&gt; Strategic Intent</li> <li>&gt; Science Excellence</li> <li>&gt; Impact</li> <li>&gt; Domestic and International Collaboration</li> <li>&gt; Capability</li> <li>&gt; Vision Mātauranga (if relevant)</li> </ul> <p>MBIE will work with successful applicants to develop an outcomes and impacts framework and develop key performance indicators (KPI's) for the programme at the contracting stage.</p>	250 words
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### Sample KPI Table

Performance Area	Measure	Target	Date
e.g., Strategic Intent			
e.g., Science Excellence			

## WORK PROGRAMME

<b>*Programme Funding</b>	Enter the amount of funding (GST exclusive) you are requesting from MBIE for each of the 7 years.
<b>Co-funding</b>	<p>If co-funding applies to your Programme, tell us how that will apply to each year of funding. 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.</p> <ul style="list-style-type: none"> <li>&gt; <b>Cash</b> co-funding is cash received from another organisation that contributes directly to your proposal. It does not include funding you may receive after the end date of the research. It must 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.</li> <li>&gt; <b>In-kind</b> co-funding is a non-cash contribution that will assist you to achieve</li> </ul>

## PROPOSAL TEMPLATE

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WORD LIMIT

the proposal's goals. It may include, e.g., 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.

### Sub-contracting

Sub-contracting funding is the amount you plan to spend on work done by other organisations in order to complete your proposed research.

If applicable, for each year of funding, tell us about any sub-contractors that will be involved.

For each subcontracting organisation provide:

- > the name of the subcontracting organisation, and
- > the amount provided per year (excluding GST).

### \*Indicative Budget

For each year of the Programme, provide a budget for the using the following headings:

- > Personnel cost
- > Materials and consumables
- > Overheads
- > Subcontracting (*if applicable*)
- > Publications
- > Travel
- > Co-funding (*if applicable*)

Funding does not allow for annual inflation adjustments over the term of the contract. Total income must equal expenditure and all values should exclude GST.

### \*Proposed Partner Organisation

List Partner organisations if applicable. Supporting documentation can be attached; see the **Other Information** section of this template.

## PROGRAMME TEAM

### \*Team Members

Using the sample Team table that follows, update/expand on the team information detailed at Registration. List the key personnel that will be involved in each year of funding and provide supporting CVs.

#### Key personnel

- > **\*Science Leader:** the researcher(s) responsible for leading science/research; typically this is the Programme Director.
- > **\*Key Researchers:** team members involved in the research, whose expertise is critical to the success of the programme. They may be from a contracted organisation, a sub contracted agency, or a stakeholder who is providing cash or in-kind co-funding of the research. At least one key researcher must be named.
- > **\*Key Individuals:** team members who are not researchers but whose contribution is critical to the success of the programme, e.g., implementation. At least one key individual must be named.
- > **Others:** remaining research team members not listed elsewhere.

## PROPOSAL TEMPLATE

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WORD LIMIT

### Sample Team Table

Role	Full Name	CV	Minimum FTE	Email Address	ORCID iD Invitation	Diversity Registration <sup>1</sup>
*Science leader	Mandatory	Mandatory	0.15	Mandatory	Yes	Yes
*Key researcher	Mandatory	Mandatory	0.15	Mandatory	Yes	Yes
*Key individual	Optional	Mandatory	Not Required	Mandatory	Yes	Yes
Other	Optional	Not Required	Not Required	Not Required	Not Required	Not Required

MBIE will not fund individuals employed by local or central government but may fund costs associated with their involvement other than salary.

CVs should conform to the RS&T CV format.

<sup>1</sup>As part of MBIE's diversity policy, these roles will be invited to register separately in the IMS Portal where the following information will be captured:

- > Gender
- > Ethnicity
- > Career Stage
- > Date of Birth.

For more information on the collection of diversity information, see MBIE's [IMS portal webpage](#).

## ADDITIONAL INFORMATION

<b>*Research Classifications</b>	<p>Specify up to four research themes for both:</p> <ul style="list-style-type: none"> <li>&gt; <b>Socio-Economic Objective (SEO) ANZSRC</b> codes</li> <li>&gt; <b>Field of Research (FOR) ANZSRC</b> codes.</li> </ul> <p>For each code allocate a percentage relevance totalling 100% for SEO and FOR respectively.</p>	
<b>*Intellectual Property Management</b>	<p>Outline:</p> <ul style="list-style-type: none"> <li>&gt; How you will identify, protect and share any intellectual property generated by the Programme in accordance with the investment goals and to ensure maximum benefit to New Zealand. This includes management of IP between collaborators. If the success of your Programme is dependent on access to existing intellectual property, outline the agreements you have in place to use it.</li> <li>&gt; How the Programme will employ an open science model.</li> </ul>	<i>500 words</i>
<b>Risk Management Plan</b>	<p>Outline your risk management plan, including:</p> <ul style="list-style-type: none"> <li>&gt; data management</li> <li>&gt; technology</li> <li>&gt; key personnel</li> <li>&gt; identification of duplication of research – internationally and domestically.</li> </ul> <p>Refer to other sections of the proposal if and where relevant.</p>	<i>250 words</i>
<b>Conflicts of Interest</b>	<p>Declare any potential conflict of interest and say why. This may include possible conflicts with assessors, a part of MBIE, or both.</p> <p>This list of assessors will be published on MBIE's <a href="#">Data Science Programme webpages</a> in June 2019.</p>	<i>250 words</i>

## PROPOSAL TEMPLATE

*This is a guide and is not intended to constrain the information you provide. An \* indicates mandatory information*

**WORD LIMIT**

### **Other Information**

Provide any relevant documentation that directly supports this application, e.g., a Memorandum of Understanding or other contractual arrangements with Partner organisation(s).

This information is uploaded in the IMS portal and attached to your application as separate documents.

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With the exception of image files, all text based documents (*e.g., Excel, Word and PDF*) can be uploaded. If a PDF, ensure that it is unsecured (not password protected).

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# Registering and Submitting Proposals

The funding application process for New Zealand Data Science Research Programmes comprises two phases and is performed in MBIE's Investment Management System (IMS) – a secure online portal.

IN THE IMS PORTAL YOU NEED TO:	SUBMISSION PERIOD	
	FROM	UNTIL 12 NOON THURSDAY
1. Register your intent to apply	7 May 2019	30 May 2019
2. Submit a proposal	7 May 2019	18 July 2019

These dates are subject to change. Any change will be notified via MBIE's [Alert](#) e-newsletter.

A proposal is considered submitted if it has a status of **Submitted to IMS** in the IMS portal. If your proposal is being submitted by a university or a Crown Research Institute, see your Research Office for additional submission advice.

## Accessing MBIE's IMS Portal

### ■ To log in to the IMS portal:

Access the IMS portal using either Chrome or Firefox. Five or more failed log-in attempts will automatically lock you out of the system. If this occurs, contact us and ask for your account to be unlocked.

For all IMS portal queries, e-mail or call:

**Email** [imssupport@mbie.govt.nz](mailto:imssupport@mbie.govt.nz)  
**Phone** 0800 693 778  
 (Monday to Friday, 8:30am to 4:30pm)

#### For first time users:

If you have not used the IMS portal before, complete and email a portal [registration form](#) to [imssupport@mbie.govt.nz](mailto:imssupport@mbie.govt.nz). On acceptance, you will receive a Username and temporary password.

1. Click the **Portal URL** link in your Welcome email.
2. Type your Username and temporary password (as detailed in your registration email). The IMS portal's **Edit password** screen displays.
3. Type your new password.
4. Retype your new password in the **Confirm new password** field.
5. Click the **Save Changes** button. A **Portal Access Agreement** displays.
6. Read the access agreement and then click the **Accept** button. The portal's **Home** screen displays.

#### For existing users:

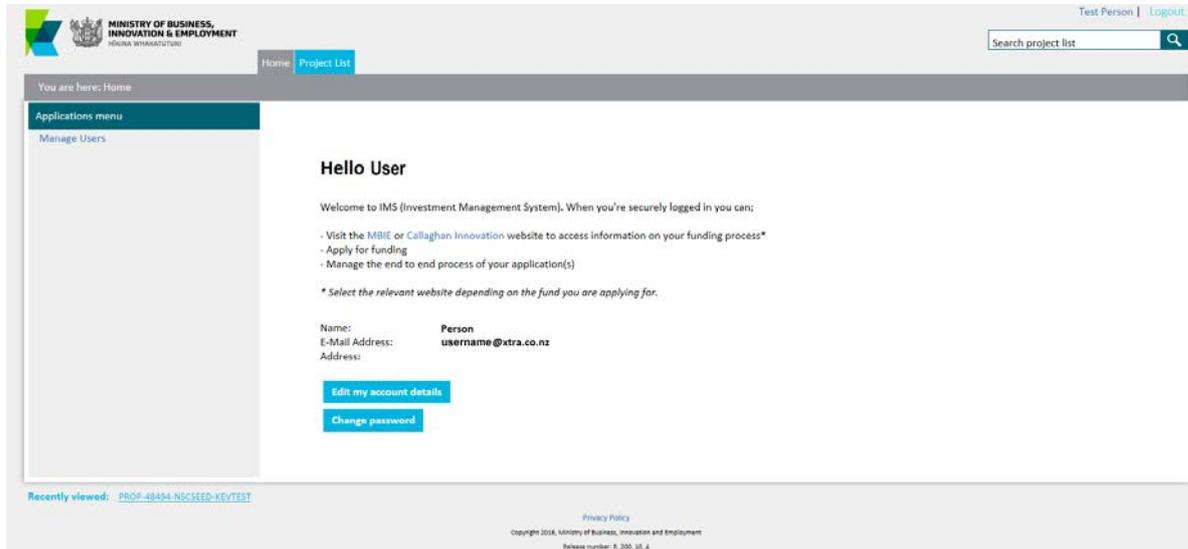
For returning applicants, log in using your existing username and password. If you've forgotten this, use the **I've forgotten my password** option.

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

- To logout, click the Logout hyperlink (*located top right of every screen*).

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## Navigating the IMS Portal



The IMS portal Home screen

From the **Home** screen of IMS portal you can:

- > Manage access to the portal for your organisation’s personnel.
- > Maintain your personal details, including your portal password.
- > Access your **Project List** (containing the funding applications for your organisation).

### Customising your View

The **Home** screen’s **Project List** tab lists the funding applications submitted by your organisation. Here you open and view the details of all applications and contracts to which you have access.

You can filter and sort this list to view only those of interest, and customise the columns to show only the information required.

Reference	Agency	Contract	Status	Assigned to	Status updated date	Team
<a href="#">REG-50337-ENDRP</a>	MBIE		In progress	Maret Fishwick	22/09/2016	Contestable Investments
<a href="#">REG-50336-ENDRP</a>	MBIE		In progress	Camilla Swan	22/09/2016	Contestable Investments
<a href="#">REG-50335-ENDRP</a>	MBIE		In progress		22/09/2016	Contestable Investments
<a href="#">REG-50334-ENDSI</a>	MBIE		Registered	Camilla Swan	22/09/2016	Contestable Investments

You can also determine the number of applications that display on each screen using the **Display** field (*located bottom left of the screen*).

You will only see information to which you have permission.

## Registering/Submitting a Proposal

Complete all the required fields. Mandatory fields are marked with an asterisk.  
Ensure all sections are completed and meet the requirements as per this Call for Proposals.

### ■ To register/submit a proposal in the IMS portal:

1. On the **Home** screen of IMS portal, click the **Project List** tab.
2. Click the **New Application** button (located to the right of the screen).



3. On the **resulting** screen, select **2019 New Zealand Data Science Research Programme** from the **Investment Process** field.
4. Select the appropriate phase; **Registration** or **Proposal**.
5. If you are:
  - > **registering**, enter a title for your application.
  - > **submitting a proposal**, click the **Reference** button for the relevant Registration.

To create a new application, please select an organisation or applicant code, a process and a phase (if applicable), and provide your application with a title.

**Applicant and organisation code**: Bloggs Research Limited - BRLIM

**Investment Process**: 2019 New Zealand Data Science Research Programme

**Phase**: Proposal

**Descriptive title**:

**Short title**:

**Create** **Cancel**

You have 3 Registrations

Create Proposal from accepted Registration:

Reference	Short Title	Phase	Status
<input type="radio"/>	REG-50357-ENDRP-BRLIM - Fund application	Registration	Registered
<input type="radio"/>	REG-50356-ENDRP-BRLIM - Portal Guidelines	Registration	Registered
<input type="radio"/>	REG-50355-ENDRP-BRLIM - testing	Registration	Registered

This action automatically:

- > links the proposal to a Registration
- > populates key fields with information entered during the Registration phase. You can then edit this information as required. It is **important to note** that any changes you make will not alter information already entered at the Registration phase.

6. Click the **Create** button. The first section you need to complete displays.
7. The IMS portal will guide you through the completion of the required fields and the uploading of all required documentation.

In the **Work Programme > Programme** section, you will need to add a placeholder milestone to activate required fields. Click **Add a milestone**, enter **Programme** as the title and click **Save**. Once done, continue to complete as directed the **Programme Funding** field and other **Work Programme** information as relevant.

We recommend that you familiarise yourself with the portal well before the deadline. When complete, click the **Save & next section** button to move to the next section.

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

Where directed upload documents containing your references/citations. All forms of documents (*e.g., Excel, Word and PDF*) can be uploaded. If a PDF, ensure that it is unsecured. If secured, we will not be able to access or print your application. Image files cannot be uploaded.

You can save, log out, and return to the IMS portal to edit your application before submitting it.

Mandatory fields are marked with an asterisk \*.

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

We recommend that you regularly click the **Save** button to save work as you are going.

Symbols alongside each section in the navigation panel allow you to easily check the completeness of your submission.

THE SYMBOL...	INDICATES THE SECTION...
	has not started.
	is in progress.
	contains invalid or incomplete fields.
	is complete and valid.

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

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

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

8. When all sections are complete, scroll to the top of navigation panel and click the **Print and manage** link.

9. Click the **Check my application before submission** button to run a validation check. This will verify the completeness of your application and will detect any missing content.

If the validation is successful, every section in the navigation panel is marked with the symbol . If errors and/or incomplete fields are detected, these will display as:

- > light blue error message hyperlinks in the **Proposal validation result** section.
- > a beside the relevant sections.

10. Click the first error message to open the section, make the required corrections/additions and then click the **Save** button.
11. If applicable, repeat for other sections marked with .
12. Once you have corrected all of the errors and/or added all missing information, click the **Print and manage** link then the **Check my application before submission** button again.
13. On achieving a successful validation:

- > If you are completing a Registration click the **Register interest** button.
- > If you are submitting a Proposal, click the **Submit to QA** button (*Users*) or the **Submit to IMS** button (*Super Users*).

14. Read and accept the declaration.

If you clicked **Submit to IMS** your application has been successfully submitted and is now listed on the **Project List** tab with a status of **Submitted to MBIE**. If you clicked **Submit to QA** you will need to ensure that your Super User performs their QA and submits your application before the deadline.

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## Administering Applications

### Checking the Progress of your Application

There are three key features in the IMS portal that enable you to quickly see where you are at in the application process.

1. The status of your current application.
2. The completeness of your application.
3. The number of days until the submission is due.

#### CHECKING THE STATUS OF YOUR APPLICATION

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

THE STATUS...	INDICATES YOUR APPLICATION...
In progress	has been created and is under completion.
Submitted for QA	has been completed and submitted to a super-user for QA.
Submitted to IMS	has been submitted to MBIE.
Registered	has been registered.
Not Progressing	has been withdrawn.
Not submitted	has not been submitted. If you miss the cut-off-date for submitting your application, we can make the application 'Not Submitted'. You will be able to view the application and/or delete it. You will not be able to edit it or submit the application.
Ineligible	does not meet the criteria of the investment process applied for. The application cannot be edited or resubmitted.
Declined	has been declined for funding. The application cannot be edited or resubmitted.
Approved	has been approved. You can proceed to the next stage in the contracting process. You will not be able to edit the application.

#### CHECKING WHEN YOUR APPLICATION IS DUE

The status bar at the top of the screen displays when the application must be submitted.

Project status: **In progress** The registration has not been submitted (You have 15 day(s) to submit the Project)

### Withdrawing an Application

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

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

If you wish to withdraw a submitted application, contact the Investment Operations team.

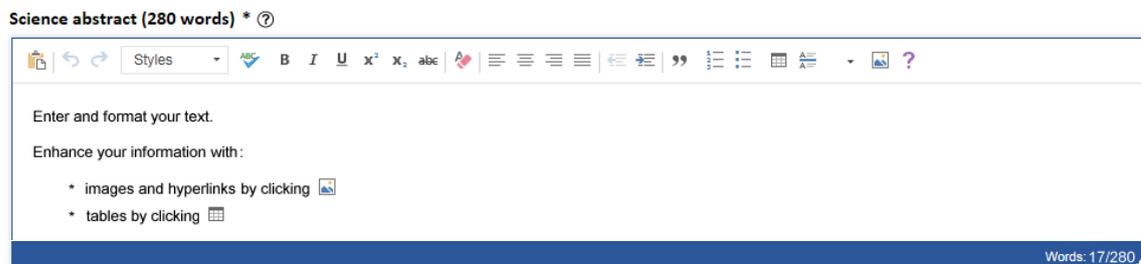
#### ■ To withdraw an un-submitted application:

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

## IMS Portal Tips

A few common actions and commands you may find useful when using MBIE's IMS portal.

### Formatting Text, and Adding Images and Hyperlinks



Use the text panel toolbar to format your information and if applicable add images, hyperlinks and/or tables. Adhere to the word limits specified. This limit includes words in a table and references/citations. It does not include images. To help you there is an automatic word count tracker at the bottom right hand corner of every text panel.

- > Use Plain Text when copying and pasting into the IMS portal fields.
- > Use subheadings to highlight your key messages.
- > Avoid large blocks of text. White space enhances the visual impact and makes reading easier.
- > Use images sparingly. Make them count by extending not just illustrating your word count.

### Entering Australian and New Zealand Standard Research Classification (ANZSRC) Codes

ANZSRC codes are categorised under two research classifications; **Field of Research** and **Socio-Economic Objectives**. Under each classification, **up to four** ANZSRC codes must be specified in your Proposal.

#### ■ To enter an ANZSRC code:

1. Click a category tab; either **Field of Research** or **Socio-Economic Objectives**.
2. Select the appropriate **Division, Group and Field** classifications, enter the percentage, and then click the **Add code** button. A list of all the ANZSRC codes created for your application display.
3. Make sure that all of the ANZSRC code percentages equal 100%. Adjust if necessary.
4. Repeat for subsequent codes.

Code	Percentage	Update	Remove
010202 Biological Mathematics	100%	Update	Remove
010104 Combinatorics and Discrete Mathematics (excl. Physical Combinatorics)	50%	Update	Remove
	150%		

You must enter at least one 'Field of Research' and percentages must add up to 100%. Each 'Field of Research' must have more than 0%.  
You must enter at least one 'Socio-Economic Objective' and percentages must add up to 100%. Each 'Socio-Economic Objective' must have more than 0%.

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## Updating your Details

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

- **To view and/or update your details:**

1. Click the **Edit my account details** button on the **Home** tab.
2. Update your details as required and click **Save**.

- **To change your password, click the Change password button on the Home tab.**

## Maintaining your Organisation's Contact Details

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

- **To locate:**

1. Enter the person's name and click the **Search** button.
2. Locate them in the list and click the **Use** button.

- **To add:**

1. Click the **Add** button.
2. Enter the contact details and click the **Save & Use** button.

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The phone number and email address is mandatory.

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- **To modify:**

1. Select the person and click the **Edit** button.
2. Edit the details and click the **Save & Use** button.

- **To delete, select the person and click the Delete button.**

### Person lookup

✕

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

Person:

Organisation:

Search
Reset

Add

1 person found.

Mr	Bloggs	Joe	Bloggs Research Lir	Use	Delete	Edit
<< first < prev next > last >>						

Cancel

# Appendix 1: Terms and Conditions Relating to this Call for Proposals

You must submit your New Zealand Data Science Research Programmes funding application on or before the dates detailed below or as notified through MBIE's Fund [Alert](#) e-newsletter.

IN THE IMS PORTAL YOU NEED TO:	SUBMISSION PERIOD	
	FROM	UNTIL
1. Register your intent to apply	7 May 2019	12 noon Thursday, 30 May 2019
2. Submit a Proposal	7 May 2019	12 noon Thursday, 18 July 2019

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

## 1. General

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

## 2. Investigations and reliance on information

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

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

## 3. Reliance by applicants

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

## 4. Reliance by MBIE

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

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

## 5. Inducements

5.1 You must not directly or indirectly provide any form of inducement or reward to any assessor, 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 assessors.

## 6. Ownership and intellectual property

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

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

6.3 Any Proposal 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 C Proposal, you grant MBIE a non-exclusive, non-transferable, perpetual licence to retain, use, disclose, and copy your Proposal for any purpose related to this Call for Proposals process.

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

## 7. Confidentiality

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

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

7.3 You acknowledge that MBIE's obligations under paragraph 7.1 are subject to requirements imposed by the Official Information Act 1982 (OIA), the Privacy Act 1993, parliamentary and constitutional convention and any other obligations imposed by law. Where MBIE receives an OIA request that relates to your Confidential Information, MBIE will consult with you and may ask you to explain why the information is considered by you to be confidential or commercially sensitive.

## 8. The Proposal process

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

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

## 9. No contractual obligations created

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

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

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

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

## 10. No process contract

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

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

## 11. Exclusion of liability

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

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

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

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

## 12. Costs and expenses

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

## 13. Governing law and jurisdiction

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

## 14. Public statements

14.1 MBIE may make public the following information:

- the names of programme team members
- the title of the Proposal
- the research fund from which the application would be funded
- the public statement given by the programme team when applying for funding
- the total amount of funding and the period of time for which funding has been approved
- the sector to which the research relates.

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.

## Appendix 2:

# Strengthening Your Approach to Vision Mātauranga

This guidance is to help you consider Vision Mātauranga when you develop your proposal.

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 Māori and all New Zealand.

Vision Mātauranga comes alive when the following principles guide proposals that involve Māori:

<i>Partnership</i>	- genuine partnership with Māori, integrated through the programme
<i>Reciprocity</i>	- co-development and contribution each way, sharing of benefits
<i>Empowering Māori</i>	- active roles and responsibilities for Māori, contributing to Māori capability
<i>Creativity</i>	- the generation of distinctive research arising from and responding to Māori.

Your proposal should show how you have responded to opportunities presented by relevant Māori knowledge, resources or people. This could include:

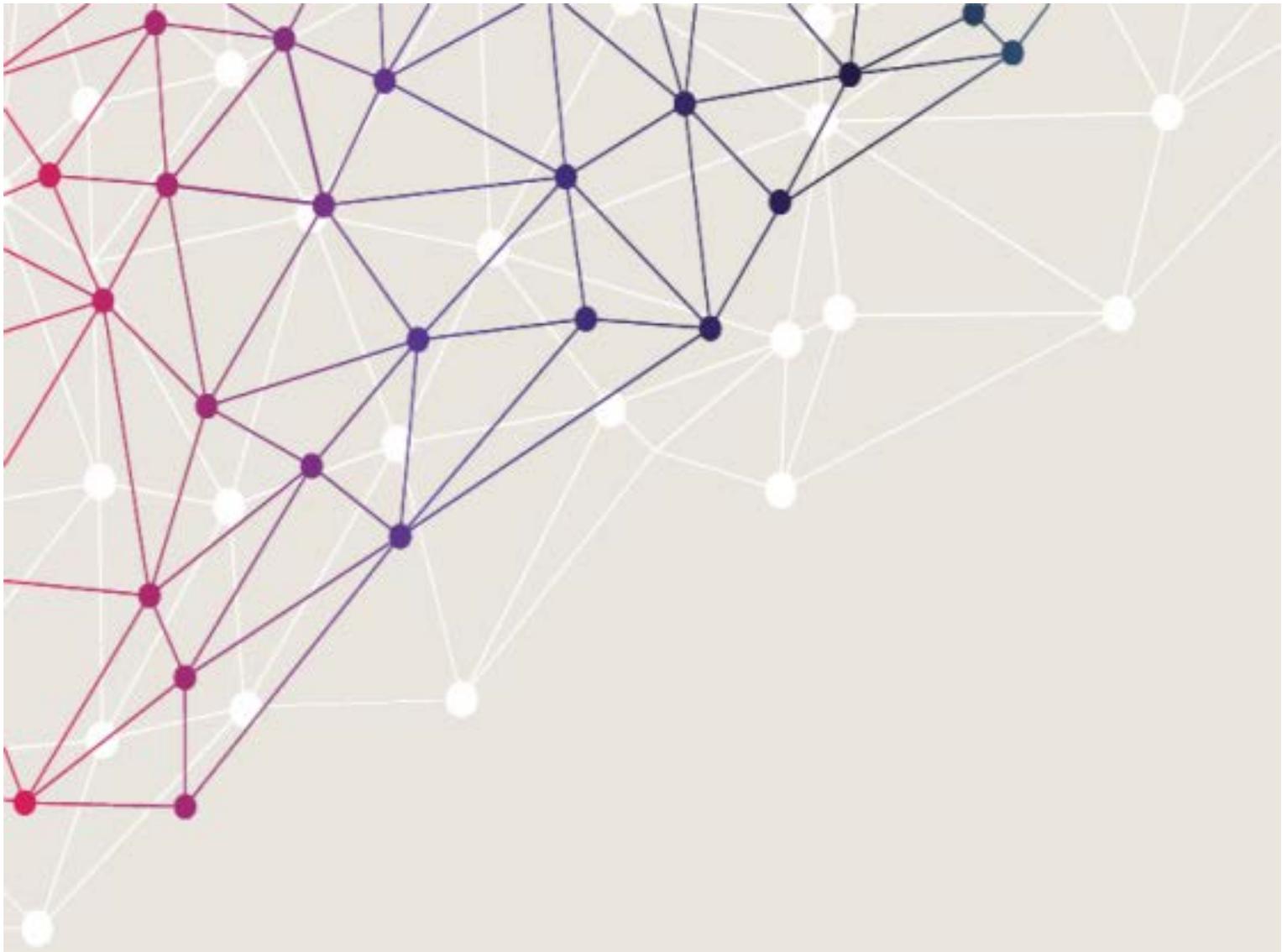
- > the steps you have taken to identify research opportunities relevant to Māori interests
- > how particular Māori interests will be involved, and how you propose to respond to the distinctive issues and needs of those Māori interests
- > how contributions or innovations drawn from Māori are integrated in the proposal
- > which of the four Vision Mātauranga outcome benefits outlined in the Endeavour Fund Investment Plan 2019-2021 you propose to address and how.

We would rather see Vision Mātauranga embedded in proposals rather than added in through retrofitting or by writing one golden paragraph. Please consider if you have provided sufficient information to show how your proposal:

- > analyses Māori needs, opportunities or resources
- > responds to values, histories, relationships, rights, and aspirations held by Māori interests
- > outlines where and why your research is taking a generic approach, a Māori-centric approach, kaupapa Māori research approach, or a mix across the proposal
- > incorporates authentic Māori voices and expertise relevant to the design of the proposal, especially if it includes kaupapa Māori research
- > details agreed engagement methods or principles specific to the proposal, especially if you are proposing work at the interface between knowledge systems
- > details specific and agreed Māori roles and responsibilities. These could include Māori as: researchers, funders, knowledge contributors, participants, end users, partners, leaders, advisors, or governance members
- > support other specific commitments between your team and Māori, e.g., decision-making, ownership of IP, appropriate use of Māori characterisation, implementation, contribution to the interface between knowledge systems
- > how the above is being resourced and supported.

Keep in mind that people with expertise in Vision Mātauranga and related research methodologies are often called upon for many applications across multiple research areas, and this can take their time away from other Māori development opportunities. Early and authentic engagement, and following the principles above, will help applicants and Māori organisations manage their use of such expertise.

If you think Vision Mātauranga is not relevant to your research, you should test this assumption with independent advisors with relevant strategic Vision Mātauranga experience. You will need to provide evidence to explain why you consider Vision Mātauranga is not applicable.



**MINISTRY OF BUSINESS,  
INNOVATION & EMPLOYMENT**  
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