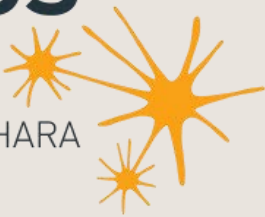


**CURIOUS
MINDS**

HE HIHIRI I TE MAHARA



Unlocking Curious Minds
Contestable Fund

Call for Proposals

August 2017



MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT
HIKINA WHAKATUTUKI

newzealand.govt.nz

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Section 1: The Unlocking Curious Minds Contestable Fund



The Unlocking Curious Minds Contestable Fund

MBIE invites Proposals to the Unlocking Curious Minds Contestable Fund (the Fund). This Call for Proposals provides you with information about how to apply, how your Proposal will be assessed, and the contracting process.

The Fund commenced as a pilot initiative in 2015 and forms part of the Government's national strategic plan for Science in Society, A Nation of Curious Minds – He Whenua Hihiri I Te Mahara (the strategic plan). The strategic plan aims to encourage and enable better engagement with science and technology across all sectors of New Zealand society. The strategic plan is available at <http://www.curiousminds.nz/actions/>.

New Zealanders are generally curious about what's around us, understanding the world we live in and how it works. As a nation with a remarkable history of pioneers and innovators in many areas, we often push boundaries and ask difficult questions to find a way to get things done.

Science and technology have shaped our nation in many ways. Engagement with science and technology is about understanding, becoming informed, and questioning what we need science to address and what we do with the new knowledge that science produces.

Efforts to engage the public in science and technology are often most successful with people who already have some level of engagement. Therefore, the challenge is to reach and inspire a broader base of New Zealanders through initiatives that bring science and technology to groups that have less opportunity to learn about and to engage with science and technology.

The Fund aims to encourage innovative, quality projects that enhance or broaden the connection and engagement of 'harder-to-reach' New Zealanders with science and technology.

The Objective and outcomes of the fund

The objective of the Fund is to support projects that use innovative and/or best-practice approaches to help New Zealanders that have fewer opportunities to learn about and to engage with science and technology, in particular young people aged 18 years and under, by:

- > funding education and community outreach initiatives that focus on science and technology
- > broadening their ability to engage with science and technology
- > promoting the relevance of science and technology in their lives
- > supporting them to engage in societal debate about science and technology issues facing the country.

The outcomes of the Fund (and indeed of the entire strategic plan) are:

- > more science and technology-competent learners, and more choosing STEM-related (science, technology, engineering, and mathematics) career pathways
- > a more scientifically and technologically engaged public and a more publically engaged science sector
- > a more skilled workforce and more responsive science and technology.

Who is the target group?

The Fund is aimed at New Zealanders who are generally less connected than others and, therefore, for whom there are opportunities for increased engagement, so that science and technology becomes more important or relevant for them and they are able to engage in societal debate about science and technology issues.

In particular, Proposals are encouraged for projects that will increase the engagement of young people (aged 18 years and under) with science and technology, and contribute to the objective and outcomes of A Nation of Curious Minds – He Whenua Hihiri I Te Mahara - A National Strategic Plan for Science in Society.

There is no strict definition of who falls into this category. It may include, e.g. children, young people, those on low incomes, people who live in remote areas, and/or some ethnic groups. In particular, opportunities to support increasing engagement of young people (aged 18 years and under) with science and technology are encouraged.

If you wish to apply for funding, it is up to you to identify a target group(s) in your Proposal and explain why and how you believe that the group(s) will benefit from your project.

Applicants should note that Proposals targeting very small numbers of participants (e.g. fewer than 20) will need to clearly explain how their proposed approach could be scaled up. Conversely, Proposals that anticipate engaging large numbers of participants (such as more than 1,000) should clearly explain how the proposed approach will deliver meaningful impacts.

What types of grants are available?

There are two types of grants available through this Fund:

- > local grants
- > regional/national grants.

Local Grants

Local grants, up to \$30,000, are for local/community projects. You do not have to apply for the full amount available.

Regional/National grants

Regional/national grants, up to \$150,000, are for projects that have broader reach within and across regions or New Zealand as a whole. You do not have to apply for the full amount available.

Regional/national projects must either involve collaboration with other organisations or leverage existing engagement programmes or resources (government or non-government). This could include, e.g. partnerships with organisations that have a strong connection with the target group, expertise in science content and/or communication, event management etc.

Applicants for regional/national grants must provide a minimum of 20 per cent of the total project costs as cash co-funding and/or in-kind support, with MBIE funding the balance. E.g. if the total project cost is \$100,000 then the applicant and other associated parties to the Proposal (combined) would need to provide at least \$20,000 as cash co-funding and/or in-kind support of the total project cost. Funding sought from MBIE would be \$80,000.

Eligibility criteria

Local grants

Applicants can be an:

- > individual that must be a New Zealand citizen or permanent resident
- > organisation that is a legal entity with an IRD number.

Organisations can include incorporated societies, registered charities, community groups, Māori collectives/organisations, businesses, research providers, zoos, museums, science centres and other similar organisations.

Regional/national grants

Applicants must be an organisation that is a legal entity with an IRD number. Proposals must also provide a minimum of 20% co-funding for the total project costs.

The following entities cannot apply for a regional/national grant:

- > Individuals cannot apply for regional/national grants.
- > Government departments (as defined in Schedule 1 of the State Sector Act 1988), Centres of Research Excellence (funded through the Tertiary Education Commission), and National Science Challenge research collaborations are not eligible to apply for nor receive funding but can be involved in delivering or supporting a project.

Co-funding

Applicants must also provide a minimum of 20 per cent of the total project costs as cash co-funding and/or in-kind support, with MBIE funding the balance, e.g. if the total project cost is \$100,000 then the applicant and other associated parties to the Proposal (combined) would need to provide at least \$20,000 as cash co-funding and/or in-kind support of the total project cost. Funding sought from MBIE would be \$80,000.

There are two types of co-funding:

- > **Cash** co-funding is cash received from another organisation that contributes directly to an impact statement within your Proposal. Direct cash does not include funding you may receive after the end date of the research. It must be essential to the achievement of the impact statement and be genuine cash funding for the proposed research. It is not funding from which an income is derived or that can be returned to the funder.
- > **In-kind** co-funding is a non-cash contribution that will assist you to achieve the Proposal's impact statement(s). It may include, 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.

How much funding is available?

The following table outlines the funding available:

INDICATIVE FUNDS AVAILABLE <i>(excluding GST)</i>	GRANT TYPES	INDICATIVE FUNDING PER PROPOSAL <i>(excluding GST)</i>	PROJECT TERM
A total of up to \$2 million is available in this investment round	Regional/National	Up to \$150,000	Until 31 December 2018
	Local	Up to \$30,000	Until 31 December 2018

What activities can be funded?

The funding can be used to support the costs of delivering innovative new science and technology engagement projects aimed at groups who do not have:

- > a background of engagement with science and technology, and/or
- > an understanding of how science and technology can affect them and change the way they live their lives.

Projects should lift levels of understanding and involvement with science and technology in 'harder-to-reach' target groups. Such activities could include, e.g. workshops, community-based research, or hands-on learning opportunities.

It is expected that projects will start from early February 2018 and be complete by 31 December 2018. Projects that involve activities that are in the summer months may seek a later completion date. The rationale for a later date must be set out in the Proposal.

Allowable Expenses

Funding can be used to support the following:

- > costs of personnel
- > personnel-related costs
- > material and consumables directly related to promoting or delivering a project
- > travel directly related to delivering the project
- > other operating costs.

What can't funding be used for?

Funding cannot cover the following items:

- > activities that are part of an organisation's usual programme of outreach and public engagement unless a case can be made for funding to scale up an existing activity, for example to reach a new target group(s)
- > preparation, publication, and distribution of pamphlets, magazines, books, websites, CDs and DVDs, other than those prepared to promote an event or project
- > projects that compete with or duplicate initiatives already part of the A Nation of Curious Minds – He Whenua Hihiri I Te Mahara The National Strategic Plan for Science in Society (refer Annex 4 in the Plan).
- > activities with the same or similar purpose already funded or eligible for funding from other government sources, for example activities that are eligible for funding from the Ministry of Education such as those aimed at children while at school or on school trips, other education extension or curriculum enhancements, science curriculum materials and products, and activities aimed at enhancing teachers' professional learning and development
- > capital expenditure including for any equipment that has an asset life beyond the term of the project. Such equipment includes items such as computers, drones and robots. Projects should ensure that the costs associated with such items are budgeted for as part of the co-funding for their project, or obtained from other sources.

Administrative criteria

Applicants must meet any applicable timing, formatting, system or other similar administrative requirements imposed by MBIE in this Call for Proposals.

Further Information

Curious Minds website <http://www.curiousminds.nz/funding/unlocking-curious-minds/>

Email
,
Proposal queries: curiousminds@mbie.govt.nz
Portal queries: imssupport@mbie.govt.nz

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



Section 2: The Application Process



Funding from the Unlocking Curious Minds Contestable Fund can be used to support the costs of delivering innovative new science and technology engagement projects aimed at groups who do not have:

- > a background of engagement with science and technology, and/or
 - > an understanding of how science and technology can affect them and change the way they live their lives.
-

The Application Process

Applicants must submit Proposals via MBIE's Investment Management System (IMS) on or before **noon, 19 September 2017**. MBIE will not accept any Proposals received after this date unless there are exceptional circumstances (*at MBIE's discretion*).

Proposals will be assessed by an MBIE-appointed Panel. The Panel will formulate recommendations as to which business cases should be funded and the final funding decisions will be made by the Minister of Science and Innovation and Minister of Finance.

Key dates

17 August 2017	MBIE Portal opens for Proposals
19 September 2017, midday	Proposals close. All Proposals must be submitted to MBIE by 12.00 pm (midday)
November 2017	Funding results announced
1 February 2018	Contracts commence
31 December 2018 ¹	Projects completed

¹ Projects that involve activities that are in the summer months may seek a later completion date. The rationale for a later date must be set out in the proposal.

Preparing Your Proposal

Your Proposal needs to be entered directly into MBIE's Investment Management System (IMS) – a secure online portal. The online help will notify you if:

- > you need to upload documents into the portal, e.g. CVs, references, etc.
- > a section has a word limit.

Ensure that your Proposal directly addresses the eligibility and assessment criteria. The proposed research should not duplicate investment through the wider science system or research which is already underway elsewhere, either domestically or overseas.

You may need to provide certain information through data entry boxes or documents that you upload into the MBIE portal. We recommend that you familiarise yourself with the portal well before the deadline.

Mandatory fields are denoted by an asterisk (either red or black).

- > 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 Proposal.

Selecting the right template

The Proposal template you use will depend on the type of grant (regional/national or local) you are seeking funding for. Both Proposal templates have the same questions but the word limit for local grants is lower than regional/national grants for some questions.

Having different word limits recognises the more modest funding associated with local grants and our desire to reduce the administrative burden of applying.

Applicants should use the drop-down menu in IMS to select the correct Investment Process:

- > Applicants for local grants should select the Investment Process '2018 Unlocking Curious Minds – Local Grants'.
- > Applicants for regional/national grants should select the Investment Process '2018 Unlocking Curious Minds – Regional/National Grants.'

Text boxes

You will be required to enter information into a text box in some sections.

Where there are text boxes, there may be help text advising you what the word limit is. You must adhere to the limit specified. Note that this limit includes words in a table and references/citations. It does not include images.

To help you there is a word count tracker at the bottom right hand corner of the text box.

TIPS FOR WRITING A GOOD PROPOSAL

- > Use the text box's toolbar to format your entry.
- > Use Plain Text when copying and pasting into the portal.
- > Structure your narrative in a logical way – so there is natural and obvious flow between your ideas.
- > Consider using subheadings to highlight and guide the reader to key messages you want to convey.
- > Avoid large blocks of text. White space enhances the visual impact of your Proposal and makes reading easier.
- > Cross reference, rather than duplicate information where possible. E.g. *"Key end users, including but not limited to those listed in Section X will be invited..."*.
- > Do not include hyperlinks as the panel cannot consider additional information.

Gaps in previous Proposals

Past assessment panels noted gaps in the following areas in previous Proposals:

- > Proposals relating to maths, engineering and early childhood education
- > Projects delivered in regions that were underrepresented in past investment rounds. For the 2018 investment round the assessment panel will have regard to the desirability of funding local grant projects in Northland.
- > Projects that are both conceptualised and delivered in Te Reo Māori and Pasifika languages, rather involving the translation of existing materials into those languages.
- > Where projects target senior secondary school students, it would be important to demonstrate clear linkages to the New Zealand Curriculum.

The Proposal outline

The following outlines what information you should cover in your Proposal.

SECTION / SUB-SECTION	DESCRIPTION	WORD LIMIT	
		National / Regional	Local
Eligibility			
Eligibility	<p>Confirm that you are a New Zealand organisation, citizen or permanent resident if applying for a local grant, or a New Zealand organisation if applying for a regional/national grant.</p> <p>Company or Trust Number Provide your New Zealand Business Number (or Company Registration Number) or Charitable Trust Registration Number.</p>		
Background			
Previous funding	<p>Previous Funding Indicate whether your project has received previous funding or not. If you have received funding complete the rest of the page</p> <hr/> <p>Context Detail all funding your organisation or members of your project team have received from the Unlocking Curious Minds contestable fund. If no funding was received, state None.</p> <hr/> <p>Extension If this Proposal involves an extension or expansion of a previously funded project, please indicate this here and provide the name of the project.</p>	150	150
Project overview			
Public statement <i>Provide a statement for publishing on MBI's website and use in public by MBI</i>	<p>Public statement Include what your project aims to do, how you will go about this and what outcomes you are looking for. If your project received UCM or PSP funding in the past, please mention this. Please do not include any sensitive information in this section.</p> <hr/> <p>Online presence If you have an online presence for your project such as a website or social media accounts, provide the links to these.</p>	30	30
Project summary	<p>Total funding sought Enter the total amount of funding you are looking for, excluding GST</p> <hr/> <p>Title of the project Provide a title that identifies the nature of your research programme. Do not use acronyms or abbreviations.</p> <hr/> <p>Project start date Provide the start date of the project. Note: This must be on or after 1 February 2018</p>	12	12

SECTION / SUB-SECTION	DESCRIPTION	WORD LIMIT	
		National / Regional	Local
	<p>Project end date Enter the end date of the project or 31 December 2018 whichever is the later. Note: Projects that involve activities that are in the summer months may seek a later completion date. The rationale for a later date must be set out in the project details section of the Proposal.</p>		
	<p>Aim of the project Set out the main reason for carrying out the project – what needs are you addressing and what will be the results, and how this differs from your business as usual activities.</p>	300	300
	<p>Area/region covered by the project Tell us the region where the project will operate and where participants are likely to come from.</p>		
Project details			
Excellence	<p>What are you planning to do? Present a coherent strategy and project plan, including clear outcomes, how outcomes will be achieved, and how success will be measured.</p>	300	300
	<p>Why is this right thing to do? Demonstrate that the project idea is relevant to the current issues and needs of the target group and involves innovative approaches and engagement methods, appropriate for the target group.</p>	300	200
	<p>How will you ensure the science is rigorous? Explain how the science and technology component of the project will be managed to maintain scientific rigour and accuracy.</p>	300	200
	<p>How will you ensure you can deliver by the end date? Tell us why you have the ability to deliver the project within the required timeframe. If your project involves activities that need to take place over the summer months and the project will need to finish in 2018 you should provide your proposed end date, and explain why this later date is necessary. You should explain why you decided to take the approach described and how you have assured yourself that these are the right things to do.</p>	300	200
	<p>How are you leveraging the science and technology engagement capabilities of others? If relevant, describe the strength of linkages with relevant partners and others involved in science and technology engagement in the relevant area and field of engagement.</p>	300	200
Project Team and resources	<p>Project Team Add the details of each member of your project team.</p>		
	<p>Description of team Name the people who will be involved in carrying out the project (including those from other organisations) and detail: > their skills, track record, experience with similar projects > ability to connect with the target group and strength of linkages with relevant partners. Note: Four CVs are able to be uploaded for national/regional proposals and two CVs for local proposals. At least one CV must be that of the project lead and we recommend the inclusion of CV(s) for any scientists involved in your project.</p>	300	200
Impact	<p>What is distinctive about this project in the way it will engage 'hard to reach' audiences? Explain how the project contributes to the Fund objective and outcomes.</p>	300	300

SECTION / SUB-SECTION	DESCRIPTION	WORD LIMIT	
		National/ Regional	Local
	Who is the target audience for your project? Demonstrate how the project is targeted toward a clearly defined target group for whom there are opportunities and benefits for increased engagement with science and technology.	300	300
	How will this change the people you are working with? Explain how successful delivery of the project is likely to deliver positive change in the way the target group engages with science and technology so that science and technology becomes more important or relevant for them and/or they are able to engage societal debate about science and technology issues.	300	200
	How are you leveraging the resources of others? Where possible, describe the extent to which the project will leverage off other organisations, resources, and/or initiatives, to maximise existing resources.	300	200
	What effect did your previous funding have? If previous UCM or PSP funding was received, we are looking for evidence of impact, where available, and the credibility of the systems used to demonstrate that impact Please provide a summary detailing the impact of the previous project and how you went about demonstrating that impact. Please also describe how you have used the survey materials provided by MBIE.	300	200
Ethics and health and safety	Human and cultural ethical issues Describe how you will ensure that you manage any human and cultural ethical issues that may arise in the conduct of your project	100	100
	Animal-related ethical issues Describe how you will ensure that you manage any animal-related ethical issues that may arise in the conduct of your project.	100	100
	Health and safety issues Describe how you will ensure that you manage any health and safety issues that may arise in the conduct of your project.	100	100
Budget			
Budget	Income Enter the amount of funding you are requesting, excluding GST.		
	Co-Funding If applicable, include the source and type (either "Cash" or "In kind") of any co-funding being received and detail: > the amount (excluding GST), and > what it will be used for. Note: Capital items should be funded from this co-funding. Co-funding is required for regional/national grants and must be 20% or more of the total cost of the project.	200	200
	Expenditure Enter the amounts (GST exclusive) for the following: > Personnel cost > Materials and consumables > Travel > Accommodation > Other. Your expenditure should equal the total income (made up of funding sought from MBIE and co-funding).		
	Description of Expense If necessary, enter additional information to explain the expenditure.	150	150

SECTION / SUB-SECTION	DESCRIPTION	WORD LIMIT	
		National / Regional	Local
Information			
Information	<p>How did you hear about the Unlocking Curious Minds contestable fund? Check all the boxes that apply to how you heard about the Unlocking Curious Minds contestable fund.</p>		



How your Proposal will be Assessed

MBIE will verify that Proposals are eligible and will decline Proposals that are not eligible.

An independent assessment panel appointed by MBIE will then assess eligible Proposals against the following assessment criteria:

CRITERIA	WEIGHTING
<p data-bbox="256 808 304 1099" style="writing-mode: vertical-rl; transform: rotate(180deg);">EXCELLENCE</p> <p data-bbox="336 584 783 618">When assessing a Proposal, MBIE will consider:</p> <ul style="list-style-type: none"> <li data-bbox="336 629 1102 685">> whether a coherent strategy and project plan, including clear outcomes, how outcomes will be achieved, and how success will be measured is identified. <li data-bbox="336 696 1134 775">> whether the project idea is relevant to the current issues and needs of the target group and involves innovative approaches and engagement methods, appropriate for the target group. <li data-bbox="336 786 1134 842">> whether it is clear that the science and technology component of the project will be managed to maintain scientific rigour and accuracy. <li data-bbox="336 853 1134 909">> the quality of the project team – including skills mix, available support, resources, experience and track record. <li data-bbox="336 920 991 954">> whether the idea can be delivered within the required timeframe. <li data-bbox="336 965 975 999">> the ability of the project team to connect with the target group. <li data-bbox="336 1010 1134 1088">> if relevant, the strength of linkages with relevant partners and others involved in science and technology engagement in the relevant area and field of engagement. <li data-bbox="336 1099 911 1133">> whether the project demonstrates good value for money. 	50%
<p data-bbox="256 1469 304 1666" style="writing-mode: vertical-rl; transform: rotate(180deg);">IMPACT</p> <p data-bbox="336 1133 783 1167">When assessing a Proposal, MBIE will consider:</p> <ul style="list-style-type: none"> <li data-bbox="336 1178 1118 1211">> whether the project is likely to contribute to the Fund objective and outcomes. <li data-bbox="336 1223 1134 1301">> whether the project is targeted toward a clearly defined target group for whom there are opportunities and benefits for increased engagement with science and technology. <li data-bbox="336 1312 1134 1424">> whether the successful delivery of the project is likely to deliver positive change in the way the target group engages with science and technology so that science and technology becomes more important or relevant for them and/or they are able to engage societal debate about science and technology issues. <li data-bbox="336 1435 1070 1491">> where possible, the extent to which the project will leverage off other organisations, resources, and/or initiatives, to maximise existing resources. <li data-bbox="336 1503 975 1581">> For Regional/National Grants only: The extent of collaboration with other organisations and other initiatives/resources to deliver the project. <li data-bbox="336 1592 1118 1666">> For projects that build on those funded in previous rounds: Evidence of impact, where available, and the credibility of the systems used to demonstrate that impact 	50%

Investment recommendations and decisions

The assessment panel will provide MBIE with a recommendation report. MBIE will then review the report and recommend how funding should be allocated to successful Proposals. When making its recommendation, MBIE will take into:

- > the overall mix of Proposals to ensure that there is a mix of delivery approaches
- > geographic locations
- > science and technology topics and projects that target a wide variety of groups
- > any other information that it deems relevant.

Investment decisions

The final decision on the allocation of funding will be made by the General Manager, Science System Investment and Performance, Labour, Science and Enterprise, MBIE.

What happens next?

MBIE plans to advise you of the result of your Proposal in November 2017. If your Proposal is successful MBIE will enter into a contract with you using an MBIE contract template designed for this Fund. A template of the draft contract will be provided on the Curious Minds website at <http://www.curiousminds.nz/funding/unlocking-curious-minds/>.

By applying you accept the terms and conditions in the funding agreement.

Payments

For grants:

- > up to and including \$30,000 (excluding GST, if any), 100% of the approved funding will be paid in advance upon signing of the contract.
- > above \$30,000 (excluding GST, if any), 50% of the approved funding will be paid upon signing of the contract, 40% will be paid as a progress payment (subject to satisfactory project progress), with the remaining 10% payable once the project and surveying is complete and you have submitted your final project report. We may set conditions or vary the funding amounts allocated.

Reporting

All projects are required to provide a progress and final report to MBIE about the project outcomes and key achievements, the results of surveying and/or evaluation of the impact of the projects, and information about communications and engagement activities. MBIE will provide reporting templates and survey tools.

Conflicts of Interest

MBIE will post a list of potential Assessors on MBIE's website before Proposals are assigned to Assessors so you may check for, and advise MBIE of, any potential conflicts of interest. An MBIE [Alert](#) will be issued when Assessor names are posted on the website.

If you identify that an Assessor has either a direct or an indirect conflict of interest, you must notify MBIE by emailing curiousminds@mbie.govt.nz with the details for further discussion.

What is considered a conflict of interest?

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, for example, 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.
 - has a personal and/or professional relationship with one of the applicants, e.g. an acquaintance.
 - is assessing a Proposal under discussion that may compete with their business interests.

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, MBIE expects you to comply with the [New Zealand Government Open Access and Licensing Framework](#). This framework advocates the use of creative commons² licences.

² 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/>.



Section 3: Submitting Your Proposal



20 Submitting your Proposal

Proposals are submitted to MBIE using MBIE's Investment Management System (IMS) – a secure online portal. We will advise you when the IMS portal opens for submissions.

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

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

Five or more failed login 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.

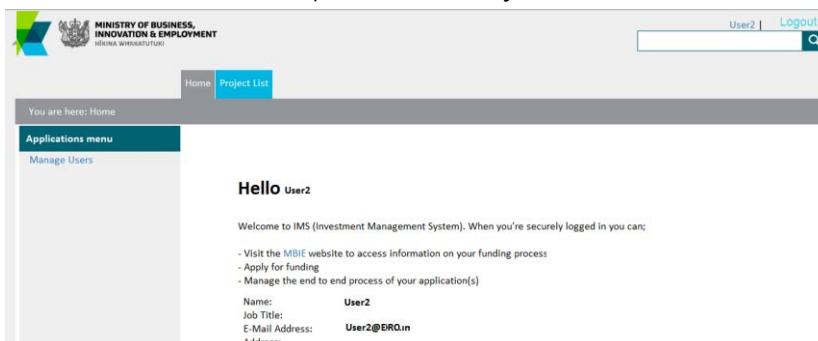
For all IMS portal queries, e-mail or call the Investment Operations Team:

Email imssupport@mbie.govt.nz

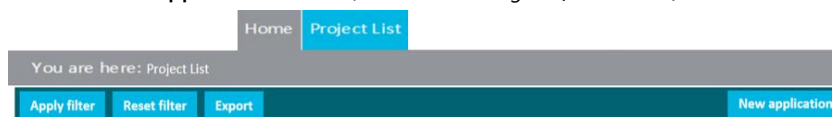
Phone 0800 693 778 (Monday to Friday, 8:30 am to 4:30 pm)

■ To submit a Proposal:

1. From 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 **you Proposal** from the **Investment Process** field.





- The IMS portal will guide you through the completion of the required fields. We recommend that you familiarise yourself with the portal well before the deadline.

Mandatory fields are denoted by an asterisk (either red or black).

- 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 Proposal.


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.
	complete and valid.

- * You can copy and paste prepared information directly into the portal fields.
- * You can save, log out, and return to the IMS portal to edit the Proposal before submitting it in final form.
- * MBIE recommends that any documents you upload to IMS are in PDF format.

- When complete, click **Print and manage** in the left hand menu.
- Click the **Check my application before submission** button to run a validation check.
- This check will verify the completeness of your Proposal 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 **Detailed Proposal validation result** section
- * a  beside the relevant sections.

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



Section 4: Terms and Conditions



Terms and Conditions

The terms applying to the Document are set out below. The terms and conditions are non- negotiable and do not require a response. Each applicant that submits a document will be deemed to have agreed to these terms and conditions without reservation or variation.

Neither this document, nor any contract resulting from the Invitation process is intended to create a partnership agreement between MBIE and the Applicant.

1. INVESTIGATIONS AND RELIANCE ON INFORMATION 4. INDUCEMENTS

- 1.1. Applicants must examine this invitation and any reference documents, and carry out all necessary investigations before submitting a document. If in doubt as to the meaning of any part of this document, applicants must set out in their document their interpretation and assumptions.
- 1.2. 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 invitation.

2. RELIANCE BY APPLICANTS

- 2.1. All information contained in this document or given to any applicant by MBIE is for the purpose of allowing that applicant to prepare a document. MBIE has endeavoured to ensure the integrity of such information. However, it has not been independently verified and may not be updated.

3. RELIANCE BY MBIE

- 3.1. MBIE may rely upon all statements made by any applicant in a document and in all other correspondence or negotiations with MBIE or its representatives.
- 3.2. Each applicant must ensure all information provided to MBIE is complete and accurate. MBIE is under no obligation to check any document for errors, omissions, or inaccuracies. Each applicant must notify MBIE promptly upon becoming aware of any errors, omissions, or inaccuracies in its document or in any additional information provided by the applicant.

- 4.1. Applicants must not directly or indirectly provide any form of inducement or reward to any assessment panel member, officer, employee, advisor, or other representative of MBIE in connection with this funding process.
- 4.2. Business-as-usual communications (relating to any existing funding between MBIE and the applicant) will be maintained with the usual contacts. However, during the funding process, applicants must not use business-as-usual contacts to solicit or discuss details of this invitation with any person at MBIE or its agents, including the assessment panel members.

5. OWNERSHIP AND INTELLECTUAL PROPERTY

- 5.1. This document and any other documents supplied by MBIE to any applicant remain the property of MBIE. All copyright and other intellectual property rights in this document and any documentation and other information provided to any applicant or any other person by or on behalf of MBIE in connection with this Fund will remain with, and belong at all times to, MBIE or its licensors. MBIE may request the immediate return of all documents supplied and any copies made of them at any time. Applicants must comply with any such request in a timely manner.
- 5.2. Any documents or information supplied by applicants to MBIE will become the property of MBIE and may not be returned to applicants. Ownership of the intellectual property rights in a document does not pass to MBIE. However, in submitting a document, applicants grant MBIE a non-exclusive, non-transferable, perpetual licence to use, disclose, and copy their document for any purpose related to this funding process.

- 5.3. By submitting a document, applicants warrant that the provision of that information to MBIE, and the use of it by MBIE for the evaluation of their document and for any resulting negotiation, will not breach any third-party intellectual property rights.
6. CONFIDENTIALITY
- 6.1. You and MBIE will each take reasonable steps to protect Confidential Information and, subject to paragraph 6.3, 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.
- 6.2. You and MBIE may each disclose Confidential Information to any person who is directly involved in the document 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 document.
- 6.3. You acknowledge that MBIE's obligations under paragraph 6.1 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.
7. THE PROCESS
- 7.1. The following rights are reserved.
- > MBIE may amend, suspend, cancel and/or re-issue the document, or any part of the document.
 - > MBIE may make any material change to the document (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 document where it considers that there is no material prejudice to other applicants.
 - > MBIE may waive irregularities or requirements in or during the document process where it considers it appropriate and reasonable to do so.
 - > Your document may not be approved for funding.
- > All or any document(s) may be rejected.
 - > Your document may be accepted in whole, or in part.
 - > Any information you provide to MBIE with your document may be retained or destroyed.
 - > Clarification may be sought from any applicant(s) in relation to any matter in connection with this document 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 document(s).
 - > MBIE may reject, or not consider further, any documentation related to your document that may be received from you, unless it is specifically requested.
 - > MBIE may amend the proposed contract at any time
 - > This document process may be run in such manner as MBIE may see fit.
8. NO CONTRACTUAL OBLIGATIONS CREATED
- 8.1. No contract or other legal obligations arise between MBIE and any applicant out of, or in relation to, this funding process, until a formal written contract (if any) is signed by both MBIE and the successful applicant.
- 8.2. This document does not constitute an offer by MBIE to provide funding or enter into any contract with any applicant. The request for and receipt of documents does not imply any obligation on MBIE to contract for any funding requested in any document. MBIE will not be bound in any way until the funding agreement is executed. Any verbal communications made during the funding process will not be binding on MBIE and are subject to the terms of this document.
9. NO PROCESS CONTRACT
- 9.1. This document does not give rise to a process contract.
- 9.2. Despite any other provision in this document or any other relating document, the issue of this document does not legally oblige or otherwise commit MBIE to proceed with or follow the process outlined in this Invitation or to assess any particular applicant's document or enter into any negotiations or contractual arrangements with any applicant.
- 9.3. For the avoidance of doubt, this Invitation process does not give rise to a process contract.

10. EXCLUSION OF LIABILITY

- 10.1. 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 any Respondent or any organisation involved with a document, its affiliates, or other person in connection with this Invitation process, including without limitation:
- > the assessment process
 - > the preparation of any initial indication of intention to respond or any document
 - > any investigations of or by any applicant
 - > concluding any contract
 - > the acceptance or rejection of any document
 - > the suspension or cancellation of the process contemplated in document, or
 - > any information given or not given to any applicant/s.
- 10.2. By participating in this document, each applicant waives any rights that it may have to make any claim against MBIE. To the extent that legal relations between MBIE and any Respondent cannot be excluded as a matter of law, the liability of MBIE is limited to \$1.
- 10.3. Nothing contained or implied in or arising out of this Invitation or any other communications to any Applicant shall be construed as legal, financial, or other advice of any kind.

11. COSTS AND EXPENSES

- 11.1. MBIE is not responsible for any costs or expenses incurred by applicants in the preparation of a document.

12. GOVERNING LAW AND JURISDICTION

- 12.1. This document will be construed according to, and governed by, New Zealand law and applicants agree to submit to the exclusive jurisdiction of New Zealand courts in any dispute concerning this document.

13. PUBLIC STATEMENTS

- 13.1. MBIE may make public the name of any applicant and the brief summary of background information about your organisation relevant to the Invitation and the Government's document to support the establishment of Regional Research Institutes.
- 13.2. Applicants are requested not to release any media statement or other information relating to the process outlined in this document and the submission or approval of any document in any public medium without providing reasonable advance notice to MBIE.

CURIOUS MINDS

HE HIHIRI I TE MAHARA

