# Te Pūnaha Hihiko: Vision Mātauranga Capability Fund 2025 Proposal Template

This template is to assist preparation of your proposal for the Te Pūnaha Hihiko: Vision Mātauranga Capability Fund 2025 Investment Round. For information about this funding opportunity, see our [web pages](https://www.mbie.govt.nz/science-and-technology/science-and-innovation/funding-information-and-opportunities/investment-funds/vmcf).

By submitting a proposal, you are agreeing to [MBIE’s funding policies, terms and conditions](#_MBIE’s_funding_policies,).

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

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

### Proposal Completion and Submission Requirements

* Use this template to prepare your proposal in MS WORD and then copy the content into [Pītau, our investment management system](https://www.mbie.govt.nz/science-and-technology/science-and-innovation/funding-information-and-opportunities/process/pitau-investment-management-system-portal).
* Information requested in Pītau for the application may differ slightly and overrides any information requested in this template.
* You will need access to Pītau before you can start your application. To get access either contact your Research Office or complete the [request for access](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.mbie.govt.nz%2Fdmsdocument%2F27520-pitau-request-for-access-form&wdOrigin=BROWSELINK) form. Please make sure you request access at least two weeks before you want to submit your application.
* Respond to all questions and use sub-headings if appropriate to improve readability.
* Unless otherwise stated, do not use pictures, graphs, tables, or hyperlinks.
* The Pītau portal opens on 28 August 2024.
* Complete submission of your application before 12 noon, 16 October 2024.
* All times are New Zealand time. Any change to these dates will be notified via email and published on the MBIE website.

### Contact details

General enquiries: [vmcf@mbie.govt.nz](mailto:vmcf@mbie.govt.nz)

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

0800 693 778

### Section 1: Key Information

|  |
| --- |
| * 1. **Project title**   Provide a meaningful and accurate descriptive title that identifies the nature of the proposal. If you provide your title in te reo, please provide the English translation.  Do not include acronyms or abbreviations. No puns, cryptic or humorous “tabloid” style titles. Please note: If your application is successful, your title will be published on the MBIE website.  Enter your answer here... |
| * 1. **Project start and end dates**   Specify the start and end date for the work programme. Work programmes must start on 1 June 2025 and can run for up to 2 years (no later than 31 May 2027).  Enter your answer here... |
| * 1. **Total Funding Requested**   This is auto-populated from the Financial Information section.  If required, please amend your requested funding in the Financial Information section.  Changes will be auto-populated to this section. |
| * 1. **Contact Details – Application Administrator**   Provide the name, email address, and telephone number for the below:   * + Application Administrator – This person must have the authority to discuss your application with us and will receive MBIE communications and updates during the submission phase.   + Back-up Application Administrator – This person must differ from the Application Administrator.   Enter your answer here... |
| * 1. **Contact Details – Contract Administrator**   Provide the name, email address, and telephone number for the below:   * + Contract Administrator – Should your application be approved for investment; this person must have the authority to discuss your contract with us and will receive MBIE communications and updates during the term of the contract.   + Back-up Contract Administrator – This person must differ from the Contract Administrator.   The Back-up Contract Administrator and Back-up Application Administrator **can** be the same person.  Enter your answer here... |
| * 1. ****Eligibility****   Confirm that your application meets the Fund’s eligibility criteria below. Applications who don’t meet these criteria will be declined funding on eligibility grounds. Eligibility criteria include:   * + The Contracting organisation is a New Zealand based single legal entity able to receive and administer funds from us.   + The Contracting organisation or the Partner organisation(s) is a research organisation or individual researcher.   + The Contracting organisation or the Partner organisation(s) identify as a Māori organisation   + The majority of activities will be undertaken in New Zealand. If not, provide the reasons why the activities need to occur outside of New Zealand in the Eligibility comments section below.   + Your proposed work programme does not contain or overlap with activities already funded by a government agency.   + Your team does not include any full-time tertiary students or school students.   + Your proposal must not benefit a Russian state institution (including but not limited to support for Russian military or security activity) or an organisation outside government that may be perceived as contributing to the war effort.   + Your proposal has been co-developed with the Partner organisation(s).   Does your application meet these criteria? Answer Yes or No…  **Placement or Connect Scheme**  Tell us which scheme you are applying to (not both).  If you are applying for Placement Scheme funding, you will need to provide the name(s) of the individual(s) who will be the placement and provide their CV(s) with this application in the Project Team section.  Choose either:   * + Placement Scheme   + Connect Scheme   **Vision Mātauranga theme(s)**  Identify the Vision Mātauranga theme(s) that your proposal addresses:   * + Indigenous Innovation: Contributing to economic growth through distinctive research and development   + Taiao: Achieving environmental sustainability through iwi and hapū relationships with land and sea   + Hauora/Oranga: Improving health and social well being   + Mātauranga: Exploring indigenous knowledge and science and innovation   Enter your answer here…  **Eligibility comment**  If you are currently awaiting a funding decision from another government agency provide the details of the funding agency and areas of overlap in the work programmes.  If Yes, enter you answer here…  If the majority of activities will not be undertaken in New Zealand explain why.  Enter your answer here…  **Co-development Letter**  You will need to include a letter stating that the work programme has been co-developed by both parties and that it has been signed by both the Contracting organisation and the Partner organisation(s).  To upload the letter:   * + Click Browse to find your letter.   + Once you find it, select it and it will automatically upload.   Any document that you upload will automatically be converted to PDF format. |
| * 1. **Project Summary (600 words maximum)**   Tell us in detail the overall objective of your research proposal and how you will achieve it. Include:   * + why your research is needed (the issue or problem you are addressing),   + what you propose to do (your hypothesis and scientific approach), and   + what results, impacts or outcomes you expect, how they will be achieved, and who will use or benefit from them.   The Project summary is your opportunity to introduce Assessors and us at MBIE to your research.  Be specific and clearly articulate your strategy and methodology. Present a clear picture of the issue or problem, your audience, and the potential impact(s) that your project will have.  Do not include references, hyperlinks, images, video, or audio files.  Enter your answer here... |
| * 1. **Public Statement (300 words maximum)**   It is important to capture the essence of your project in a way that can be understood by a wider audience and can be used for media purposes. Include if required, publishable contact details that can be used by members of the public and/or the media.  **The statement is not used for assessment purposes.**  The public statement will be published on MBIE's website if your proposal is funded.  Do not include confidential information, references, hyperlinks, images, video, or audio files.  Enter your answer here... |

### Section 2: Performance area

|  |
| --- |
| * 1. **Assessment criteria - Development of people, relationships and skills (25%) (300 words maximum)**   **Key Question: Describe to what extent are longer-term skills, capability, networks, relationships and research opportunities likely to emerge and be sustained from the proposed project?**  **Assessors will be considering the following:**   * + **will the project build scientific research capability, networks, and relationships. For example, the formation of a new partnership between a Māori organisation and a Research organisation?**   + **will the project go beyond ‘business as usual’ for the organisations involved?**   + **to what extent does your project substantially develop capability and skill of the individuals involved?**   + **how does this partnership lead to a long-term collaboration?**   **Do not include hyperlinks, images, video, or audio files.**  Enter your answer here... |
| * 1. **Assessment criteria - Ability to deliver (25%) (300 words maximum)**   **Key Question: Describe what is the likelihood that the proposed outputs of the project will be achieved?**  **Assessors will be considering the following:**   * + **does the team have the appropriate mandate to conduct this work?**   + **are all involved parties and work programme, appropriately resourced and supported, including management, mentoring and support arrangements?**   + **does your plan for carrying out the proposed work programme achieve the intended outcomes and capability development?**   + **how does the calibre, experience, and skills of the team relate to the subject area(s) proposed for the work programme?**   + **have you identified challenges to delivery and provided a mitigation plan?**   **Do not include hyperlinks, images, video, or audio files.**  Enter your answer here... |
| * 1. **Assessment criteria - Vision Mātauranga outcomes (25%) (300 words maximum)**   **Key Question: Describe to what extent does the project support the Vision Mātauranga policy and support unlocking the science, innovation and technology potential of Māori knowledge, resources and people for the benefit of Aotearoa New Zealand?**  **Assessors will be considering the following:**   * + **do the expected benefits align with the aspirations of the Māori organisation?**   + **will the capability and leadership of Māori researchers be developed?**   + **will the project outcomes be disseminated to participating or wider Māori groups?**   + **how does your project address the Vision Mātauranga theme(s) selected?**   + **will the project develop and deliver innovative initiatives that encourage Māori organisations and the scientific research community to engage effectively to deliver benefit to Aotearoa New Zealand?**   **Do not include hyperlinks, images, video, or audio files.**  Enter your answer here... |
| * 1. **Assessment criteria - Benefits to science, innovation and technology (25%) (300 words maximum)**   **Key Question: Describe how will the increased capability, capacity, skills and networks benefit the science, innovation and technology system, and the expected impacts of the project post-contract?**  **Assessors will be considering the following:**   * + **how will the project increase skills, capacity, capability, and networks between Māori and the science, innovation and technology system to deliver benefit to Aotearoa New Zealand?**   + **does your project leverage any previously funded research?**   + **will the project increase understanding of how science, innovation and technology can contribute to the aspirations of Māori organisations?**   + **will the project identify and support future opportunities to participate in science, innovation and technology relevant Vision Mātauranga outcomes?**   + **describe the expected long-term impacts of this research, i.e., 1, 2, 5 years post-contract.**   **Do not include hyperlinks, images, video, or audio files.**  Enter your answer here... |
| * 1. **Work Programme**   **The work programme sets out the proposed work to be carried out over the term of the project. It will show how well you have planned your project and is used by us to monitor achievement of your project deliverables during the assessment of your progress and final reports.**  **Comprising of Deliverables and Tasks, your work programme should reflect the key elements and milestones of the project, their sequencing and timing.**   * + **The Deliverable is a description of the high-level impacts or outcomes of the work programme. Your work programme must have at least one Deliverable.** **Each Deliverable must include one or more Tasks.**   + **Tasks are measurable objectives, such as key steps, stages or milestones required to achieve the Deliverable.** **If a task is not delivered it will significantly affect the achievement of the project or activity. Tasks must be measurable, defined events, not incremental progress. They should have delivery dates throughout the term of the project rather than all being delivered on the end date.**   + **Structure your work programme as follows for each Deliverable:**  |  |  | | --- | --- | | Deliverable title |  | | Deliverable description |  | | Task title |  | | Task start and due date |  | | Task description |  |   Add more rows if needed.  **Note: only Tasks have start and end dates. Start and end dates must be between 1 June 2025 and the proposed contract end date.** |

### Section 3: Resources

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| * 1. **Project team**   Using the following table as a guide, detail the key personnel that will be involved in each year of funding, and provide Full Time Equivalents (FTEs) and supporting CVs.  Tell us about your project team’s:   * + Skills and experience with similar projects.   + Ability to connect with the target audience.   **Key personnel:**   * + **Key Researchers**: team members involved in the research, whose expertise is critical to the success of the project. They may be from the contracted organisation, placement organisation, a subcontracted agency, or a stakeholder who is providing cash or in-kind co-funding of the research. At least one Key Researcher should be named.   + **Key Individuals**: team members who are not researchers but whose contribution is critical to the success of the project, for example implementation.   + **Placement: full or part-time named skilled researcher(s) from a Research organisation or individual researcher, into a Māori organisation; or vice versa.**   + **Project Support: a significant role that does not fit the above categories.**   **Note mandatory roles: For both Schemes you will need to name at least one Key Researcher. If applying for the Placement Scheme you will also need to name at least one Placement.**  **Sample Team Table Year 1**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Role | Required | CV Required | FTE value Required between (0.1 and 1) | Diversity Required for submission of application | | Key Researcher | Mandatory | Yes | Yes | Yes | | Key Individual | Optional | Yes | Yes | Yes | | Placement | Mandatory | Yes | Yes | Yes | | Project Support | Optional | No | Yes | No |   **FTE (Full-Time Equivalent):**   * + The time commitment for each team member is entered as FTEs. For example, 1 FTE is the hours worked by an employee on a full-time basis.   + If the total FTE of the contract is less than 0.5, provide information about how the work programme will be achieved.   Enter your explanation here if the total FTE is less than 0.5…  Note: We will not fund salaries of individuals employed by local or central government but may fund other costs associated with their involvement.  **CV:**   * + For Team members where a CV does not accurately capture their status or knowledge appropriately, such as kaumātua or mātauranga holders, provide instead a summary of their expertise and relevant previous experience.   + CVs do not have to comply with the standard New Zealand Research, Science and Innovation (RS&I) CV template.   **Registration and diversity data collection**  Diversity data is collected as part of MBIE’s [Diversity in Science policy](https://www.mbie.govt.nz/science-and-technology/science-and-innovation/agencies-policies-and-budget-initiatives/diversity-in-science) and does not form a part of the application form or assessment process. MBIE requires domestic researchers (employed or self-employed in New Zealand) to complete the diversity information section in Pītau.  If team members like Key Researchers and Key Individuals are entered into the Team Table and haven’t used Pītau before, they will be sent an email with an activation code inviting them to login to Pītau via [RealMe](https://login.realme.govt.nz/32179062-92f6-4eb0-89bc-df400a9e0367/oauth2/v2.0/authorize?p=B2C_1A_DIA_RealMe_Home&client_id=5e90bca8-7dd9-4399-8863-340a4c002ce7&redirect_uri=https://api.realme.govt.nz/sls/continue&scope=openid&state=home&response_type=code&prompt=login). If they need any help, contact [imssupport@mbie.govt.nz](mailto:imssupport@mbie.govt.nz).  The following diversity information will be captured:   * + gender   + ethnicity   + career stage   + date of birth.   Applicants may choose not to share these details by choosing ‘Prefer Not To Say’, however invited team members need to complete the section regardless, otherwise the application cannot be submitted. |
| * 1. **Placement Scheme mentoring arrangements (300 words maximum)**   **Applicable to Placement Scheme proposals only.**   * + **provide the name(s) of the placement individual(s) and placement individual(s) organisation**   + **provide the name(s) and organisation(s) of the individual(s) who will mentor the placement.**  |  |  | | --- | --- | | **Provide the name(s) of the placement individual(s)** | **Provide the name(s) of the placement individual(s) organisation** | |  |  | |  |  |   Add more rows if needed.   |  |  | | --- | --- | | Provide the name(s) of the individual(s) who will mentor the placement. | Provide the organisation(s) of the individual(s) who will mentor the placement. | |  |  | |  |  |   Add more rows if needed.  **Describe the mentoring arrangements that will be used to support the individual(s) delivering the work programme as part of the placement.**  Enter your answer here... |
| **3.3 **Contracting organisation****  Select the classification, category, and region for your organisation.  If the Contracting organisation is a Research organisation, then the Partner organisation(s) must include a Māori organisation (and vice versa).  Enter your answer here... |
| * 1. **Partner organisation(s) (600 words maximum)**   Provide the full name of your Partner organisation(s), classification, category, and region for each Partner organisation.   |  |  |  |  | | --- | --- | --- | --- | | Partner organisation | Classification | Category | Region | |  |  |  |  | |  |  |  |  |   Add more rows if needed.  A Partner organisation may be a Research organisation, a Māori organisation, or an individual researcher.  You may have more than one Partner organisation in your proposal.  If the Contracting organisation is a Research organisation, the Partner organisation(s) must include a Māori organisation (and vice versa).  Describe the partnership(s), and the contribution from each organisation (for example, access to resources or specialised equipment, mandate from tangata whenua including the scope, Kaupapa statement by the community in terms of tikanga illustrating how it will keep the mahi safe, and co-funding etc.)  If you have more than one partnership, please title each description.  Enter your answers here…. |

### Section 4: Financial Information

|  |
| --- |
| * 1. **Total MBIE Funding Requested**   **Specify the total funding requested from us (excluding GST).**  **For a proposal with a work programme of:**   * + **up to one year in length, the maximum funding per successful proposal is $150,000 (excluding GST)**   + **Between one and two years, the maximum funding per successful proposal is $250,000 (excluding GST).**   Enter your answer here... |
| * 1. **Co-funding**   **If co-funding is provided (by either organisation), please tell us:**   * + **the organisation name**   + **type of relationship**   + **type of funding (cash or in-kind)**   + **description of support**   + **the value per year (excluding GST).**  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Organisation name** | **Type of relationship** | **Type of co-funding (Cash or In-kind)** | **Description of support** | **Year one** | **Year two** | |  |  |  |  | **$** | **$** | |  |  |  |  | **$** | **$** | |  |  |  |  | **$** | **$** | |  |  |  |  | **$** | **$** |   **Add more rows if needed.**  **Definitions**  **End-users** are stakeholders that are likely to use the research and who will benefit directly from it. They may include organisations, businesses, and sector or community groups including iwi/Māori and/or be involved in defining the research questions and shaping the work not just involved in the uptake of its findings.  **Collaborators** are organisations supporting the programme to achieve one or more programme outcomes.  **Partners** are organisations with a more informal arrangement that support the success of the work programme.  **Cash co-funding** is cash received from an organisation that contributes directly to your proposal. This cash:   * + does not include money you may receive before the start date or after the end date of the project   + must be essential to the achievement of the work programme and be genuine cash funding for the proposed project   + is not money from which an income is derived or that can be returned to the co-funder.   **In-kind co-funding** is a non-cash contribution that contributes directly to your proposal. This may include the use of equipment, staff time or access to data.  The value of in-kind co-funding should, in most cases, be the actual cost incurred by the co-funder. If necessary, the value may 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. |
| * 1. **Subcontractors**   For each year of funding, tell us about any subcontractors that will be involved in delivering the project.  Subcontract funding is the amount you plan to spend on work done by other organisations in order to complete your proposed research.  Add the subcontracting amounts per year for each organisation (excluding GST):   |  |  |  | | --- | --- | --- | | **Organisation name** | **Year one** | **Year two** | |  | $ | $ | |  | $ | $ | |  | $ | $ |   **Add more rows if needed.** |
| * 1. **Expenses**   Tell us your expenses for each project year. Use the table that follows as a guide. The table is the template built in Pītau. The total income must equal your total expenses.  Additional Expenses information:   * + Direct operating expenses cover the direct operational costs of doing research, including consumables, student stipends and tuition fees, and engagement expenses. MBIE funds postgraduate stipends and summer research studentships.   + Other: if applicable, itemise all other expenditure as “other” and identify any other extraordinary expenses. Examples include koha, contingency funding, costs of gaining required legal or ethical approvals, etc.   + Overheads cover indirect costs not directly associated with research such as property costs, utility charges such as lighting, heating and water, telephone line charges, library, office stationery and accessories, laboratory “bench fees”, administrative overheads and general depreciation of facilities.   + Personnel costs include salary and salary-related costs (ACC, superannuation, holiday pay)   Māori capability development and engagement/consultation should reflect genuine, fit-for-purpose approaches. Costs should be accounted for appropriately in the budget.  Use this table to prepare and structure your budget. All values should exclude GST.   |  |  |  | | --- | --- | --- | | **Item** | **Year one** | **Year two** | | Direct operating expenses | $ | $ | | Other | $ | $ | | Overheads | $ | $ | | Personnel | $ | $ | | Subcontracting | $ | $ | | Travel | $ | $ | | Total | $ | $ |   Travel costs should not exceed 25% of the budget.  Funding does not allow for annual inflation adjustments over the term of the contract. |

### Section 5: Classifications

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| * 1. **Project location**   Where will the project take place? Select from these region(s):   |  |  |  |  | | --- | --- | --- | --- | | Location | Yes / No | Location | Yes / No | | Northland - Te Tai Tokerau |  | Tasman - Te Tai-o-Aorere |  | | Auckland – Tāmaki-makau-rau |  | Nelson - Whakatū |  | | Waikato |  | Marlborough - Te Tauihu-o-te-waka |  | | Bay of Plenty - Te Moana-a-Toi |  | West Coast - Te Tai Poutini |  | | Taranaki |  | Canterbury - Waitaha |  | | Gisborne - Tairāwhiti |  | Chatham Islands - Rēkohu / Wharekauri |  | | Hawkes Bay - Te Matau-a-Māui |  | Otago - Ōtākou |  | | Manawatū-Whanganui |  | Southland - Murihiku |  | | Wellington - Te Whanganui-a-Tara |  | East Coast – Te Tai Rāwhiti |  | |
| * 1. **Relevance to Māori**   **Please indicate what percentage the proposal makes to a significant contribution to Māori research and innovation (total must equal 100%).**   |  |  | | --- | --- | | Not specifically relevant to Māori and not involving Māori | 0% | | Specifically relevant to Māori | 0% | | Research involving Māori | 0% | | Māori centred research | 0% | | Kaupapa Māori research | 0% | | Total | 100% | |
| * 1. **Iwi affiliation**   Tell us about any iwi/hapū affiliation(s) in your funding application and provide details on each affiliation.   |  |  | | --- | --- | | iwi/hapū affiliation(s) | Details of affiliation (Extra details) | |  |  | |  |  |   Add more rows if needed. |

### Section 6: Other information

|  |
| --- |
| **6.1 Intellectual Property Management (300 words maximum)**  **If your work programme’s research activity is likely to generate intellectual property, provide details of your intellectual property management plan. If your proposal will not result in intellectual property, state “Not Applicable”.**  **For more information refer to the intellectual property protection information on** [business.govt.nz](https://www.business.govt.nz/)**.**  Enter your answer here... |
| **6.2 Risk Management Plan (200 words maximum)**  **Describe any foreseeable risks to the proposed project. Please indicate the likelihood of the risk and planned mitigation strategies.**  Enter your answer here... |
| * 1. **Special ethical and regulatory requirements (300 words maximum)**   **Are any ethical and/or regulatory approvals needed to conduct the proposed work?**  **If yes, have these been sought or obtained and why are they required?**  **If no ethical or regulatory requirements or approvals apply to your proposed research, simply state “Not Applicable”.**  **If approvals have not yet been obtained, tell us how and when you expect to do so.**  **You are responsible for meeting all ethical and regulatory requirements relating to your proposed research. Any costs associated with fulfilling these requirements should be included in your budget (as “Other expenditure”). If delays occur due to failure to gain or initiate the necessary approvals, funding may be withheld, withdrawn or renegotiated.**  Enter your answer here... |
| **6.4 Conflicts of interest**  **Declare any potential conflicts of interest and say why. This may include possible conflicts with Assessors or a part of MBIE you are engaged with.**  **Do you have one or more conflict of interests to declare? Yes/No?**  **If you select Yes, please state: who you are conflicted with, the type of conflict and a description of the conflict.**  Enter your answer here... |
| * 1. **Tūhoe service management plan**   **Under protocol 2 of the** [Ngāi Tūhoe: He Tapuae: Service Management Plan (www.govt.nz)](https://www.govt.nz/assets/Documents/OTS/Ngai-Tuhoe/Ngai-Tuhoe-he-tapuae-service-management-plan-july-2021.pdf) **(pg 15), MBIE has an obligation to ensure that:**   * + **Research which impacts Tūhoe marae or groupings of Tūhoe peoples has received the necessary endorsement from Te Uru Taumata (Tūhoe Tribal Authority).**   + **Tūhoe whānau or marae seeking funding from MBIE have received the necessary endorsement from Te Uru Taumata (Tūhoe Tribal Authority).**   **MBIE expects that all applicants comply with these obligations where applicable.**  **Have you received endorsement for your research from Te Uru Taumata? Yes/No/Not applicable** |
| * 1. **Upload te reo translated proposal (if applicable)**   **Upload the translated version of your proposal in Pītau.** |

.

## MBIE’s funding policies, terms and conditions

By submitting an application, you are accepting and agreeing to MBIE’s funding policies, terms and conditions. Neither this funding opportunity, nor any contract resulting from the invitation process is intended to create a partnership agreement between MBIE and the Applicant.

### Funding policies

Our funding polices show our commitment to:

* everyone having a fair and equal opportunity to participate in the science system to their fullest potential, and
* ensuring that all science data generated through its investments meets minimum expectations of good data management and public availability.

For more see our web page [Agencies, policies and budget initiatives](https://www.mbie.govt.nz/science-and-technology/science-and-innovation/agencies-policies-and-budget-initiatives/).

### Funding terms and conditions

1. General

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

1. Investigations and reliance on information

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

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

1. Reliance by applicants

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

1. Reliance by MBIE

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

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

1. Inducements

5.1 You must not directly or indirectly provide any form of inducement or reward to any assessment panel member, officer, employee, advisor, or other representative of MBIE in connection with this Call for Proposals.

5.2 Business-as-usual communications (relating to funding under existing arrangements between MBIE and your organisation) will be maintained with the usual contacts. However, during the Call for Proposal process, you must not use business-as-usual contacts to solicit or discuss details of this Call for Proposals or any application you have, or intend to, submit, with any person at MBIE or its agents, including the assessment panel members.

1. Ownership and intellectual property

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

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

6.3 Any proposals or information you supply to MBIE will become the property of MBIE and may not be returned to you. Ownership of the Intellectual Property rights in a proposal does not pass to MBIE. However, in submitting a proposal, you grant MBIE a non-exclusive, non-transferable, perpetual licence to retain, use, disclose, and copy your proposal for any purpose related to this Call for Proposals process.

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

1. Confidentiality

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

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

7.3 You acknowledge that MBIE’s obligations under paragraph 7.1 are subject to requirements imposed by the Official Information Act 1982 (OIA), the Privacy Act 2020, parliamentary and constitutional convention and any other obligations imposed by law. Where MBIE receives an OIA request that relates to your Confidential Information, MBIE will consult with you and may ask you to explain why the information is considered by you to be confidential or commercially sensitive.

1. The proposal process

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

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

1. No contractual obligations created

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

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

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

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

1. No process contract

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

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

1. Exclusion of liability

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

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

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

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

1. Costs and expenses

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

1. Governing law and jurisdiction

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

1. Disclosure of information

14.1 MBIE may make public the following information:

* The proposal title
* The name of the successful Host (the Contracting organisation)
* The names of all Partner organisations
* The public statement (as provided in the proposal)
* The public statements in the Progress report(s) and/or Final report) (if funded)
* The total amount of funding provided
* The contract number (if funded)
* The contract start and end dates (if funded)
* The contract status (if funded)

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.