



Vision Mātauranga Capability Fund Webinar

Tuesday 12th October 2021



MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT
HĪKINA WHAKATUTUKI

Ngā mihi matakuikui

MBIE KARAKIA

Tāwhia tō mana kia mau, kia māia
Ka huri taku aro ki te pae kahurangi,
kei reira te oranga mōku
Mā mahi tahi, ka ora, ka puāwai
Ā mātau mahi katoa, ka pono, ka tika
TIHEI MAURI ORA

ENGLISH TRANSLATION

Retain and hold fast to your mana, be bold, be brave
We turn our attention to the future, that's where
the opportunities lie
By working together we will flourish and achieve
greatness
Taking responsibility to commit to doing things right
TIHEI MAURI ORA

Key Contacts



Imogen Roth
Investment Manger
Fund Lead



Emily Chapman
Senior Investment Manager
Second Fund Lead



Nicky Mildenhall
Senior Investment Coordinator
Operations Fund Lead

Contact us

VMCF	vmcf@mbie.govt.nz	
IMS SUPPORT	imssupport@mbie.govt.nz	0800 693 778 Monday to Friday 8:30am – 4:30pm

Outline of the webinar

1. What is the Vision Mātauranga Capability Fund?
2. What criteria do you need to meet to be eligible?
3. How do you apply for funding?
4. What happens after you submit your proposal?
5. Additional resources to help develop your proposal

Practicalities

- Time to answer questions after key sections, but feel free to ask at any time
- Use the [Q&A FUNCTION](#) (not the chat) to ask questions
- Terms we will use:
 - VMCF: Vision Mātauranga Capability Fund
 - CFP: Call for Proposals
 - IMS: Investment Management System portal
- A recording of the webinar (slides and transcript) will be available on our website

1. What is the Vision Mātauranga Capability Fund?



Overview

- The fund aims to **BUILD CAPABILITY** by establishing **NEW CONNECTIONS** between Māori and the science system
- **INCREASE UNDERSTANDING** of how research can contribute to the aspirations of Māori organisations and deliver benefit for Māori and New Zealand
- Projects are for 1-2 years, with a maximum MBIE funding of \$250,000 (*excl. GST*) over two years
- Annual contestable funding round, running since 2013
- The fund is open now, and closes at **12 NOON** on **11 NOVEMBER 2021**

Aim of the Fund

STRENGTHEN CAPABILITY, CAPACITY, SKILLS and **NETWORKS** between
Māori and the science and innovation system

and

INCREASE UNDERSTANDING of how research can contribute to the
aspirations of Māori organisations and deliver benefit for Māori and
New Zealand

Funding available

Approximately **\$2.0 million** is available to fund successful proposals in the 2022 VMCF round

- Projects **up to 1 year** in length can apply for a maximum of **\$150,000***
- Projects **between 1 and 2 years** in length can apply for a total of **\$250,000***

**Note all funding amounts are exclusive of GST*

Funding schemes

The **CONNECT SCHEME** seeks to **build new connections** between Māori organisations and the science and innovation system.

or

The **PLACEMENT SCHEME** seeks to **enhance the development of an individual(s)** through placement in a Partner organisation.

*Existing relationships are eligible but the proposal needs to **clearly go above business as usual** for the relationship and **clearly build capability***

Vision Mātauranga policy themes

Indigenous innovation



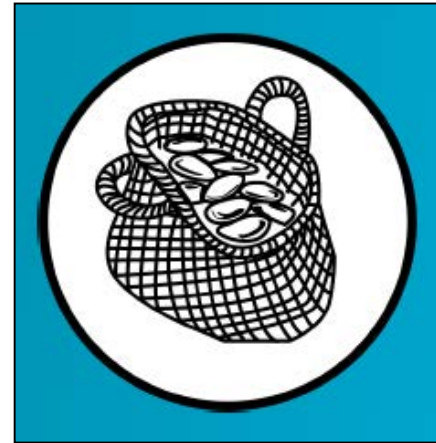
Contributing to economic growth through distinctive science and innovation

Taiao



Achieving environmental sustainability through iwi and hapū relationships with land and sea

Mātauranga



Exploring indigenous knowledge and science and innovation

Hauora/Oranga



Improving health and social wellbeing

*VMCF proposals **CANNOT** only address the hauora aspect of the theme*

Important dates

TIMELINE

15 September 2021	IMS opened for proposals
11 November 2021 12 noon	All proposals must be submitted in IMS web portal
November – December 2021	Proposals assessed for eligibility and assigned to Assessors
January – March 2022	Assessment Panel assesses proposals
April 2022	Investment funding decisions announced and contracting starts
June 2022	Successful proposals begin their work programmes

Pātai?

Questions?

Use the Q&A function



2. What criteria do you need to meet to be eligible?



Overview

You must:

- Meet all ELIGIBILITY criteria
- Provide a MINIMUM OF 10% CO-FUNDING; either cash or in-kind, from one of the Partner organisations
- Proposal must be submitted via MBIE's IMS portal by 12 NOON on 11 NOVEMBER 2021

Eligibility Criteria

- ✓ Be made by a SINGLE legal entity

Māori organisation

Identifies itself as Māori and uses (or wishes to use) research, science and technology or related activities

Research organisation

Has the internal capability to carry out research, science and technology or related activities

Individual researcher

A person operating on his or her own, and is not employed by a Research organisation, with the capability to carry out research, science and technology or related activities

- ✓ Include both a MĀORI ORGANISATION and RESEARCH ORGANISATION or INDIVIDUAL RESEARCHER
- ✓ Fit either CONNECT or PLACEMENT scheme

Eligibility Criteria

- ✓ Work Programme **NOT** already funded by another Government funding scheme
- ✓ **NOT** include any full time tertiary or school students
- ✓ **ADDRESS ONE OR MORE** Vision Mātauranga themes (not solely Hauora)
- ✓ Majority of work **OCCURS** in Aotearoa New Zealand
- ✓ Be submitted via MBIE's **IMS** system (online internet portal)

Co-funding Requirements

- A partner involved in the project must provide a **MINIMUM of 10%** *of the requested MBIE funding* (cannot be split across partners)
 - *For example, if requesting \$200,000 of funding, then the minimum co-funding required is \$20,000*
- This can be **CASH** and/or **IN-KIND** (can use both to meet requirement)

Cash

Received from an organisation that contributes directly to your proposal

In-kind

A non-cash contribution that contributes directly to your proposal

You can provide more than the minimum amount

Pātai?

Questions?

Use the Q&A function



3. How do you apply for funding?



Overview

- Proposals must be submitted in IMS
 - Inputting this information takes time
- Use the CALL FOR PROPOSALS and understand the ASSESSMENT GUIDELINES
- Clearly explain how you meet the assessment criteria
- DECLARE any conflicts of interest

How to Apply

- Proposals are entered into and submitted via our [INVESTMENT MANAGEMENT SYSTEM \(IMS\)](#) portal
 - You need a login to access IMS – see the how-to guide on our “Application Support” page
 - *It can take a few days to get a login*
- Use the [CALL FOR PROPOSALS](#) and [ASSESSMENT GUIDELINES](#) to develop your application
 - These can be found on our website



Assessment Criteria

EXCELLENCE

25%	DEVELOPMENT OF PEOPLE, RELATIONSHIPS, AND SKILLS
-----	---

25%	ABILITY TO DELIVER
-----	--------------------

IMPACT

25%	VISION MĀTAURANGA OUTCOMES
-----	-------------------------------

25%	BENEFITS TO RESEARCH, SCIENCE AND TECHNOLOGY
-----	---

Overview of Proposal

SUMMARY

title, number of years funding, contact details etc.

ELIGIBILITY

single legal entity, Vision Mātauranga themes etc.

ORGANISATION CAPABILITY

Contracting and Partner organisations

PROPOSAL

public statement, iwi affiliation, work programme etc.

PAST PROPOSALS

have you been successful in previous VMCF rounds

TEAM

project team

BUDGET

requested funding, co-funding, sub-contracting, budget

OTHER INFORMATION

Intellectual property management plan, conflicts of interest etc.

TĀTAUIRA TONO PROPOSAL TEMPLATE

This template details the information you should cover in your proposal for Te Pūnaha Hihiko: Vision Mātauranga Capability Fund. 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.

Ensure your proposal:

- > complies with the eligibility criteria outlined in this Call for Proposals
- > addresses the assessment criteria 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, and where relevant, describes how your work programme will support Vision Mātauranga
- > meets all applicable timing, formatting, system, or other similar administrative requirements as noted in this Call for Proposals.

Te Pūnaha Hihiko: Vision Mātauranga Capability Fund 2022 investment round proposals can be submitted to us in IMS from 15 September 2021 until 12 noon, 11 November 2021.

These dates are subject to change. Any change will be notified via an [Alert](#) e-newsletter³. See page 22 for more detailed IMS information.

TE PŪNAHA HIHIKO: VISION MĀTAURANGA CAPABILITY FUND PROPOSAL TEMPLATE

Information Required

Adhere to word limits where noted. An asterisk (*) indicates mandatory information. Unless specifically requested, do not include URLs. Information provided by way of URL links to websites will not be considered or assessed. IMS will direct you in how to enter your information and upload supporting information. Ensure that your proposal directly addresses the eligibility and assessment criteria and considers the Fund's investment objectives.

SUMMARY

*Full title	Provide a descriptive name for your proposal. Do not use acronyms or abbreviations. Your short title will be used for everyday use and reference.
*Number of years funding	Specify the number of years you are requesting funding (either 1 or 2 years).

Call for Proposals p.13 - 20

Tips for Writing your Proposal

- CONNECT AND ENGAGE with your Partner organisation(s)
- Clearly DESCRIBE how your proposal was co-developed/co-designed
- CENTRE Placement schemes on the named Placement individual
- Clearly describe Vision Mātauranga outcomes
- Describe how you will DISSEMINATE project findings
- Demonstrate awareness of ethical considerations
- Include an INTELLECTUAL PROPERTY MANAGEMENT PLAN
- EMPHASISE new partnerships



POLL:
Have you sorted your access to
IMS yet?



Accessing IMS

- If you **DO NOT** already have access to IMS:
 - Complete the Access Request Form, located on the [IMS portal webpage](#)
 - Email the completed form to: imssupport@mbie.govt.nz
- Apply for access **EARLY**, we cannot guarantee requests will be processed the week of submission
- Levels of access:
 - **SUPER USER**: authority to **create** and **submit** applications. Manage access to IMS
 - **USER**: see and/or work on applications to which they are authorised

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Investment Management System Access Request Form

The Investment Management System (IMS) is MBIE's secure online portal for managing funding applications. Complete this form to receive an IMS login and password. Email the completed form to imssupport@mbie.govt.nz

Note: If you are applying for funding on behalf of a University, Crown Research Institute, or similar organisation, contact your organisation's research office for IMS access.

We will process your form within 24 hours. When complete, the contact person (as noted below) will receive an automated email with the IMS login and temporary password. The temporary password will last 72 hours.

Organisation details (applicant's details) <small>An asterisk * denotes mandatory information</small>	
*Full legal name (e.g. as listed on NZ Companies Register)	
Full trading name (if different from above)	
Type of entity (legal status)	Circle one of the following: Company/ Trust/ Individual/ Other (please state)
GST number (if registered)	
NZ Business number (NZBN, if applicable)	
NZ Companies Office registration number (if applicable)	
*Office phone number	
Office email address (if applicable)	
*Postal address	
*Physical address (if different from above)	
Contact person (who will be completing/submitting the application) <small>An asterisk * denotes mandatory information</small>	
*Salutation	Circle one of the following: Miss / Ms / Mrs / Mr / Dr / Professor / Associate professor / Assistant professor
Full name	
*Job title or position	
Phone number	
*Email address	
What fund/grant are you applying for?	
Level of access: <small>Note: All organisations require at least one Superuser</small>	Circle one of the following: User (create and update applications, but not submit them) Superuser (submit funding applications to MBIE)

MARCH 2020

Helpful hints for IMS

- Allow plenty of time – try to complete 1 week before
- Additional support
 - Your Partner Organisation
 - Application Support documents, 'Help' document
 - IMS Support
 - imssupport@mbie.govt.nz
 - 0800 693 778
 - Monday to Friday 8:30am – 4:30pm

IMS SUPPORT ONLY

imssupport@mbie.govt.nz

0800 693 778

Monday to Friday 8:30am – 4:30pm



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How to create Users

- As a **SUPER USER** you can **add/modify/delete** user access

The screenshot shows the 'Add new user' form in the IMS system. The form includes fields for Salutation, First name, Lastname, Email Address, Job Title, Postal Address 1, Postal Address 2, Suburb, City, and Postcode. A red box highlights the 'Manage users' menu item in the top left corner. The 'Create' and 'Cancel' buttons are at the bottom of the form.

The screenshot shows the 'Test Application' page in the IMS system. The page includes a sidebar with navigation options like 'Manage this application', 'Summary', 'Eligibility', 'Organisation capability', and 'Proposal'. The main content area shows the 'Test Application' details, including 'Project status: In progress' and 'Submit my application'. A red box highlights the 'Manage users for this application' button, with a red arrow pointing to it. The 'Available actions' section includes buttons for 'Print/preview this application', 'Check my application before submission', 'Submit to IMS', 'Make not progressing', and 'View requested funding by IMS financial year'. A note at the bottom states: 'To add users with the "Manage users for this application" button, the person must first be granted the r'.

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Project Team

Project team

Year 1 Year 2

Copy Copy Year 1 FTE values to all subsequent funding years?

Project Team

Please enter the project team members that will be contributing to the work programme.

If you are applying through the Placement Scheme, you must have someone with the Placement role in your 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:

Role	Full Name	CV	FTE	Email Address	Invited to register for and/or enter ORCID iDs	Invited to register and enter Diversity data
*Key researcher	Mandatory	Yes	Mandatory	Mandatory	Yes	Yes
Key individual	Mandatory	Yes	Mandatory	Mandatory	Yes	Yes
*Placement	Mandatory	Yes	Mandatory	Mandatory	Yes	Yes
Other	Optional	No	Mandatory	Not Required	No	No

CV:

- For team members where a CV does not accurately capture their status or knowledge appropriately, such as kaumātua or other mātāuranga 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.

FTE:

- 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.

Invite to register for and/or enter ORCID iDs:

- All Key researchers, Key individuals and Placements must be invited to register for an ORCID ID.
- Registration itself is not mandatory. If team members already have ORCID IDs, they will not be required to register again.
- More information about ORCID IDs and how we use ORCID IDs is available on the [MBIE webpage](#).

Invite to register and enter Diversity data:

- As part of our diversity policy, all Key researchers, Key individuals and Placements will be invited to register separately in the IMS Portal and enter their diversity data as part of their profile if not already done.
- A registration invitation will be sent to your team members when entering your project team information during the application phase. Once registered they will receive an email with information on how to then enter and manage their profile. For more information, refer to a [one page guide](#) which is also available on our [IMS portal webpage](#).

We will not fund salaries of individuals employed by local or central government, but may fund other costs associated with their involvement.

+ Add person



Organisation

Role

Include CV in print

ORCID

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imssupport@mbie.govt.nz

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Budget

Budget

Display all years. (This will only display the GST exclusive column)

Please ensure you complete the budget for all project years

Income *

This is the total income for your application and is auto-populated from the Funding requested and Co-funding sections.

	Year 1		
Requested funding	<input type="text" value="0.00"/> <small>GST excl. amount</small>	<input type="text" value="0.00"/> <small>GST amount</small>	<input type="text" value="0.00"/> <small>Total amount</small>
Co-Funding	<input type="text" value="0.00"/> <small>GST excl. amount</small>	<input type="text" value="0.00"/> <small>GST amount</small>	<input type="text" value="0.00"/> <small>Total amount</small>
Subtotal	<input type="text" value="0.00"/> <small>GST excl. amount</small>	<input type="text" value="0.00"/> <small>GST amount</small>	<input type="text" value="0.00"/> <small>Total amount</small>

Expense *

Travel costs should not exceed 25% of the budget.

Funding does not allow for annual inflation adjustments over the term of the contract. Your grant total expenditure must equal your income.

	Year 1		
Personnel cost	<input type="text" value="0.00"/> <small>GST excl. amount</small>	<input type="text" value="0.00"/> <small>GST amount</small>	<input type="text" value="0.00"/> <small>Total amount</small>
Travel	<input type="text" value="0.00"/> <small>GST excl. amount</small>	<input type="text" value="0.00"/> <small>GST amount</small>	<input type="text" value="0.00"/> <small>Total amount</small>
Overheads	<input type="text" value="0.00"/> <small>GST excl. amount</small>	<input type="text" value="0.00"/> <small>GST amount</small>	<input type="text" value="0.00"/> <small>Total amount</small>
Consumables	<input type="text" value="0.00"/> <small>GST excl. amount</small>	<input type="text" value="0.00"/> <small>GST amount</small>	<input type="text" value="0.00"/> <small>Total amount</small>
Subcontracting	<input type="text" value="0.00"/> <small>GST excl. amount</small>	<input type="text" value="0.00"/> <small>GST amount</small>	<input type="text" value="0.00"/> <small>Total amount</small>
Subtotal	<input type="text" value="0.00"/> <small>GST excl. amount</small>	<input type="text" value="0.00"/> <small>GST amount</small>	<input type="text" value="0.00"/> <small>Total amount</small>

IMS SUPPORT ONLY

imssupport@mbie.govt.nz

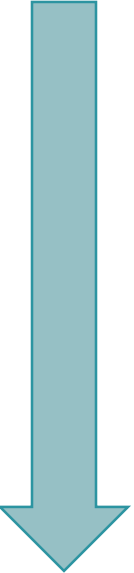
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Work Programme

- 
- Work Programme consists of:
 - **IMPACT STATEMENT (IS)**: description of high-level impacts or outcomes of the work programme
 - 1: Understanding impact of research on the region
 - **RESEARCH AIMS (RA)**: measurable objectives >> your IS must have at least **ONE** RA
 - 1.1: Disseminate findings to community
 - **CRITICAL STEPS (CS)**: must be measurable, defined events >> **NOT** levels of progress >> have delivery dates throughout the term of the project, e.g.:
 - 1.1.1: Write a report on project findings
 - 1.1.2: Make an engagement plan
 - 1.1.3: Host a hui to discuss project findings

Conflicts of Interest

- We will publish the names of Assessment Panel members on the VMCF website shortly
- Declare both **DIRECT OR INDIRECT** conflicts of interest with any of the Panel members, either
 - In your proposal when you apply
or
 - via email (VMCF@mbie.govt.nz) if you have already applied, please include:
 - Your application reference
 - Your contact phone number
 - Assessor's name(s)
 - Reason for your concern

Diversity data

- **INVITED** to register and enter Diversity data:
 - **ALL KEY RESEARCHERS, KEY INDIVIDUALS** and **PLACEMENTS**
 - Invited to register separately in the IMS web Portal and enter their diversity data as part of their profile
 - **REGISTRATION INVITATION >>** sent to team members when entering your project team information during the application phase
 - **ONCE REGISTERED >>** email with information on how to enter and manage your profile
 - For more information, refer to a one page guide available on our IMS portal webpage
 - Further information can be found at: <https://www.mbie.govt.nz/science-and-technology/science-and-innovation/agencies-policies-and-budget-initiatives/diversity-in-science/>

Pātai?

Questions?

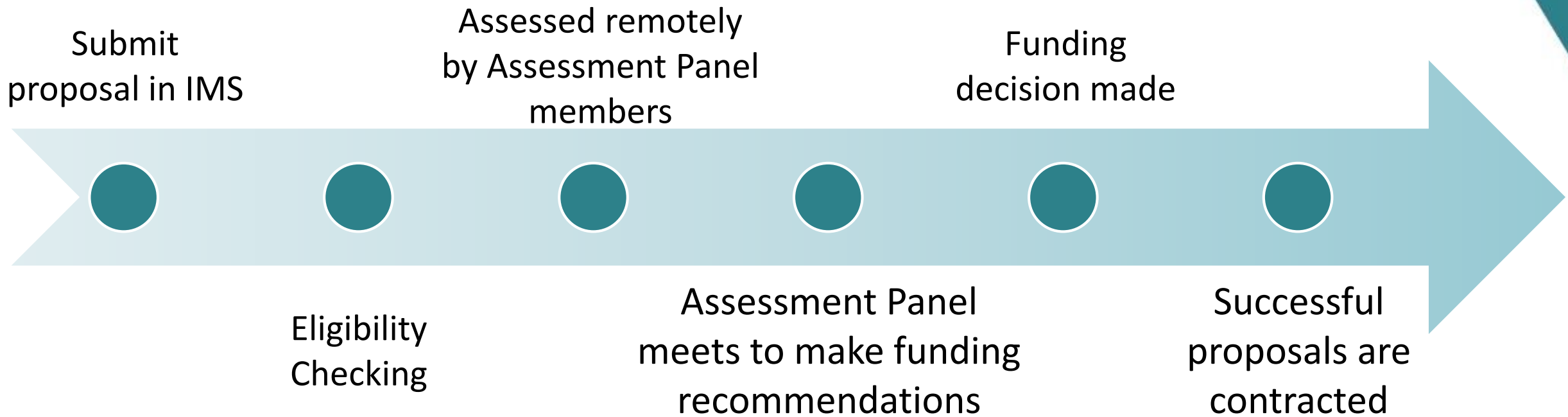
Use the Q&A function



4. What happens after you submit your proposal?



Application and Assessment Process



When is Funding Provided?

50%

At START of work programme

40%

At MID-POINT
(AFTER approval of progress report)

10%

At COMPLETION
(AFTER approval of final report)

Pātai?

Questions?

Use the Q&A function



5. Additional resources to help develop your proposal



How to
GUIDES

Requesting access to MBIE's Investment Management System (IMS)

New to IMS?

1. Download the **IMS Access Request** form from our website.
2. Email your completed form to imssupport@mbie.govt.nz.

We will email you with your IMS login and temporary password. *(This may take up to one week.)*

Log in to IMS

1. Click the IMS login link either in your email or on our IMS web page.
2. Type in your IMS login and password and click Login securely.

The screenshot shows the MBIE website with the following content:

- Navigation menu: HAVE YOUR SAY, DATA AND ANALYSIS, DOCUMENT LIBRARY, and a search icon.
- Secondary navigation: Building and energy, Business and employment, Immigration and tourism, Science and technology (selected), Cross-government functions, About.
- Breadcrumbs: Home > Science and technology > Science and innovation > Funding information and opportunities > The funding process > Investment Management System (IMS) Portal.
- Left sidebar: FUNDING INFORMATION AND OPPORTUNITIES, Funding agencies, Investment funds, National Statement of Science Investment, R&D Tax Incentive, The funding process (with Science funding cases), Investment Management System (IMS) Portal (highlighted), Our Science Board.
- Main content: Investment Management System (IMS) Portal. Description: "Our Investment Management System (IMS) portal is a secure online system that lets applicants view, edit and submit funding applications." "On this page" links: Using the portal, Preparing your application, IMS Portal Privacy Statement.
- Section: Using the portal. "If your application for funding is successful, the IMS Portal lets you:"
 - view your contract information
 - create your own claims
 - monitor funding balances
 - submit reports."If you haven't used the system before:"
 - download and complete the IMS Access Request Form
 - IMS Access Request Form (DOCX, 115 KB) - highlighted with a red arrow pointing to the right.
 - email the completed form to imssupport@mbie.govt.nz."Login to IMS Portal" link. Tip: "Bookmark the login page for easy access."

<https://www.mbie.govt.nz/science-and-technology/science-and-innovation/funding-information-and-opportunities/process/ims/>



The screenshot shows the login page with the following content:

- MBIE logo and name: MINISTRY OF BUSINESS, INNOVATION & EMPLOYMENT, HIKINA WHAKATUTUKI.
- Text: "Enter your details to login securely to the Investment Management System (IMS)."
- Form fields: "E-mail address:" and "Password:" with input boxes.
- Buttons: "Login securely" (blue) and "I've forgotten my password" (blue).
- Footer: "Privacy Policy", "IMS Privacy Statement", "Copyright 2018, Ministry of Business, Innovation and Employment", "Release number: R_267_11_1".

How to GUIDES

Adding team members in the Team section in our Investment Management System (IMS)

Adding Individuals with the role Key researcher, Key individual and/or Placement

Assign a role to each team member. Choose from:
 > Key researcher
 > Key individual
 > Placement
 > Other.

At least one team member must be assigned to the role of Key researcher.

If applying for a *Placement scheme*, at least one team member must be assigned to the role of Placement.

Assign the Other role to team members if a CV and/or ORCID registration is not appropriate or required.

Enter each team member into the Team section individually.

In the Team > Project team section:

1. Click +Add person.
2. Select their role in the drop-down box.
3. Enter their email address.
4. Select the email address in the dropdown.
5. Click either:
 - > Invite person to join team (displays if they exist in IMS)
 - OR
 - > Add person to team (displays if they are new to IMS).

Mandatory fields and requirements table:

Role	Full Name	CV	FTE	Email Address	Invited to register for and/or enter ORCID ID	Invited to register and enter Diversity data
*Key researcher	Mandatory	Yes	Mandatory	Mandatory	Yes	Yes
Key individual	Mandatory	Yes	Mandatory	Mandatory	Yes	Yes
*Placement	Mandatory	Yes	Mandatory	Mandatory	Yes	Yes
Other	Optional	No	Mandatory	Not Required	No	No

Step 1: Click +Add person.

Step 2: Select role from dropdown: Key Individual, Key researcher, Other, Placement.

Step 3: Enter email address in the field.

Step 4: Select the email address from the dropdown menu.

Step 5: Click either "Invite person to join team" or "Add person to team".

How to GUIDES Adding team members in the Team section in our Investment Management System (IMS)

Adding Individuals with the role Key researcher, Key individual

- If you clicked Invite person to join team complete the following. If you clicked Add person to team go to step 7.
 - Click Add next to their name.
 - Enter their first name, last name and click Create.
- A system generated email will automatically be sent to the team member inviting them to register: > for IMS, and > their diversity information.
- Team members do not have to accept their diversity or IMS registration invitations for you to submit your funding application. Their acceptance will not affect the assessment of your application.*

Adding Individuals with the role Key researcher, Key individual

- Click Person's details. A Person lookup screen displays.
- Complete the Person lookup screen with their details.
- Under Organisation, click the Lookup button. An Organisation lookup screen displays.
- Enter their organisation and click Search.
- Scroll through the list of search results. If your organisation is:
 - in the list, click the adjacent Use button. You will return to the Person lookup screen.
 - not in the list, click Add. A secondary Organisation lookup screen displays. Enter the details of their organisation. When complete click Save & Use and you will return to the Person lookup screen.
- Check all details on the Person lookup screen.
- When complete, click Save to return to the Team member section.

Adding Individuals with the role Key researcher, Key individual

- Click Invite for ORCID integration.
- Team members do not have to accept their ORCID registration invitations for you to submit your funding application. Their acceptance will not affect the assessment of your application.*
- Click Choose file, locate and upload their CV.
 - In the FTE Proportion field, overtype the default with their FTE.
 - When complete, click Save.
 - Repeat for all other team members in the role of Key researcher, Key individual and Placement following the on-screen prompts.

How to GUIDES Adding team members in the Team section in our Investment Management System (IMS)

Adding Individuals with the role Other

- Assign the Other role to team members if a CV and/or ORCID registration is not appropriate or required.
- Enter each team member into the Team section individually.
- In the Team > Project team section:
- Click + Add person.
 - Select Other in the drop-down box.
 - Enter their email address.
 - Select the email address in the dropdown.
 - Enter their organisation.
 - Select their organisation from the dropdown.
 - Click Add person to team.
 - Enter their details. When complete click Save.
 - Repeat for all other team members in the role of Other following the on-screen prompts.

Webinar slides and transcript
will be available on our
website on 18 October 2021



Ngā mihi nui

www.mbie.govt.nz/vmcf

vmcf@mbie.govt.nz



MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT
HĪKINA WHAKATUTUKI

Pātai?

Questions?

Use the Q&A function



Noho ora mai

MBIE CLOSING KARAKIA WHAKAMUTUNGA

Ka hiki te tapu

Kia wātea ai te ara

Kia turuki ai te ao mārama

Hui ē, Tāiki ē

ENGLISH TRANSLATION

Restrictions are moved aside

So the pathway is clear

To return to everyday duties

Enriched and unified

Greetings to all

Applications opened 15th September 2021
Applications CLOSE 11 November 2021

www.mbie.govt.nz/vmcf

Questions about applying?

vmcf@mbie.govt.nz

Questions about the IMS online portal?

imssupport@mbie.govt.nz

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