

Endeavour Fund

# Call for Proposals

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## 2019 Funding Round

This Call for Proposals includes funding application and submission guidelines for Smart Ideas and Research Programmes

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MINISTRY OF BUSINESS,  
INNOVATION & EMPLOYMENT  
HĪKINA WHAKATUTUKI

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

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Published October 2018

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# Contents

<b>THE ENDEAVOUR FUND</b>	<b>1</b>
<hr/>	
What Funding is Available?	1
Who Can Apply?	1
Further Information	2
<b>THE APPLICATION AND ASSESSMENT PROCESS</b>	<b>3</b>
<hr/>	
The Smart Ideas Application Process	3
The Research Programmes Application Process	4
Key Dates	4
Funding Decisions	5
Contracting	5
Conflicts of Interest	5
Privacy	6
Meeting the New Zealand Government Data Requirements	6
<b>PREPARING YOUR FUNDING APPLICATION</b>	<b>7</b>
<hr/>	
Key Reference Documents	7
Registration Template <i>(for Smart Ideas and Research Programmes)</i>	8
Concept Template <i>(for Smart Ideas)</i>	12
Full Proposal Template <i>(for Smart Ideas and Research Programmes)</i>	18
<b>SUBMITTING YOUR REGISTRATION AND FUNDING APPLICATIONS</b>	<b>28</b>
<hr/>	
Accessing MBIE's IMS Portal	28
Navigating the IMS Portal	29
Customising your View	29
Registering/Submitting a Funding Application	30
Administering Applications	33
Checking the Progress of your Application	33
Withdrawing an Application	33
<b>IMS Portal Tips</b>	<b>34</b>
Formatting Text, and Adding Images and Hyperlinks	34
Entering Australian and New Zealand Standard Research Classification (ANZSRC) Codes	35
Updating your Details	35
Managing IMS Portal Access	36
Maintaining your Organisation's Contact Details	37
<b>APPENDIX 1: TERMS AND CONDITIONS RELATING TO THIS CALL FOR PROPOSALS</b>	<b>38</b>
<b>APPENDIX 2: STRENGTHENING YOUR APPROACH TO VISION MĀTAURANGA</b>	<b>40</b>
<b>APPENDIX 3: PROFILING DATA</b>	<b>41</b>
<hr/>	
Industry Sectors	41
Profile Sectors	42

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

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

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# The Endeavour Fund

The Endeavour Fund supports excellent research with the potential to positively transform New Zealand's economy, environment and society. The fund uses an open, contestable mechanism to select excellent research proposals that will provide the highest potential impacts across a range of economic, environmental, and societal objectives.

Funding is made through two investment mechanisms – **Smart Ideas** and **Research Programmes**.

- > **Smart Ideas** are intended to catalyse and rapidly test promising, innovative research ideas with high potential for benefit to New Zealand, to enable refresh and diversity in the science portfolio.
- > **Research Programmes** are intended to support ambitious, excellent and well-defined research ideas which have credible and high potential to positively transform New Zealand's future in areas of future value, growth or critical need.

More information on each mechanism and the scope of the research that the Endeavour Fund will support is detailed in the [Endeavour Fund Investment Plan 2019-2021](#) and the [Gazette Notice](#).

MBIE now invites proposals to be considered for investment from the Endeavour Fund 2019 funding round. This Call for Proposals contains the information required to prepare and submit a funding application.

## What Funding is Available?

INVESTMENT MECHANISM	INDICATIVE TOTAL FUNDING AVAILABLE (\$ PER YEAR)	FUNDING AVAILABLE PER CONTRACT	CONTRACT TERM
Smart Ideas	\$18 million	\$0.4–\$1.0 million over the term of the contract	2 or 3 years
Research Programmes	\$40 million	\$0.5 million or more per year	3, 4 or 5 years

*Funding figures exclude GST*

## Who Can Apply?

For proposals to be assessed under the Endeavour Fund, they must:

- > be made by a New Zealand-based Research Organisation or a New Zealand-based legal entity representing a New Zealand-based Research Organisation;
- > be designed so that the majority of benefits accrue outside of the Research Organisation or legal entity which represents the Research Organisation;
- > not be made by a department of the public service as listed in Schedule 1 of the State Sector Act 1988;
- > be made under an investment mechanism specified in the Endeavour Fund Investment Plan 2019-2021;
- > be for research, science or technology, or related activities, the majority of which are to be undertaken in New Zealand, unless the Science Board considers that there are compelling reasons to consider the proposals, despite the amount of research, science or technology or related activities being proposed to be undertaken overseas;
- > not be for research with the primary objective of health outcomes;
- > meet any applicable timing, formatting, system or other similar administrative requirements imposed by MBIE in supplying administrative services to the Science Board under section 10(7) of the RS&T Act 2010; and
- > advise that the proposed funding recipient will, and the Science Board is of the view that it can, adhere to the terms and conditions of funding set out in an investment contract determined by the Science Board.

## — 2

### Further Information

**Email**      Application queries: [Endeavour@mbie.govt.nz](mailto:Endeavour@mbie.govt.nz)  
Portal queries: [imssupport@mbie.govt.nz](mailto:imssupport@mbie.govt.nz)

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

You can also [subscribe](#) to MBIE's Endeavour Fund Alert e-newsletter.

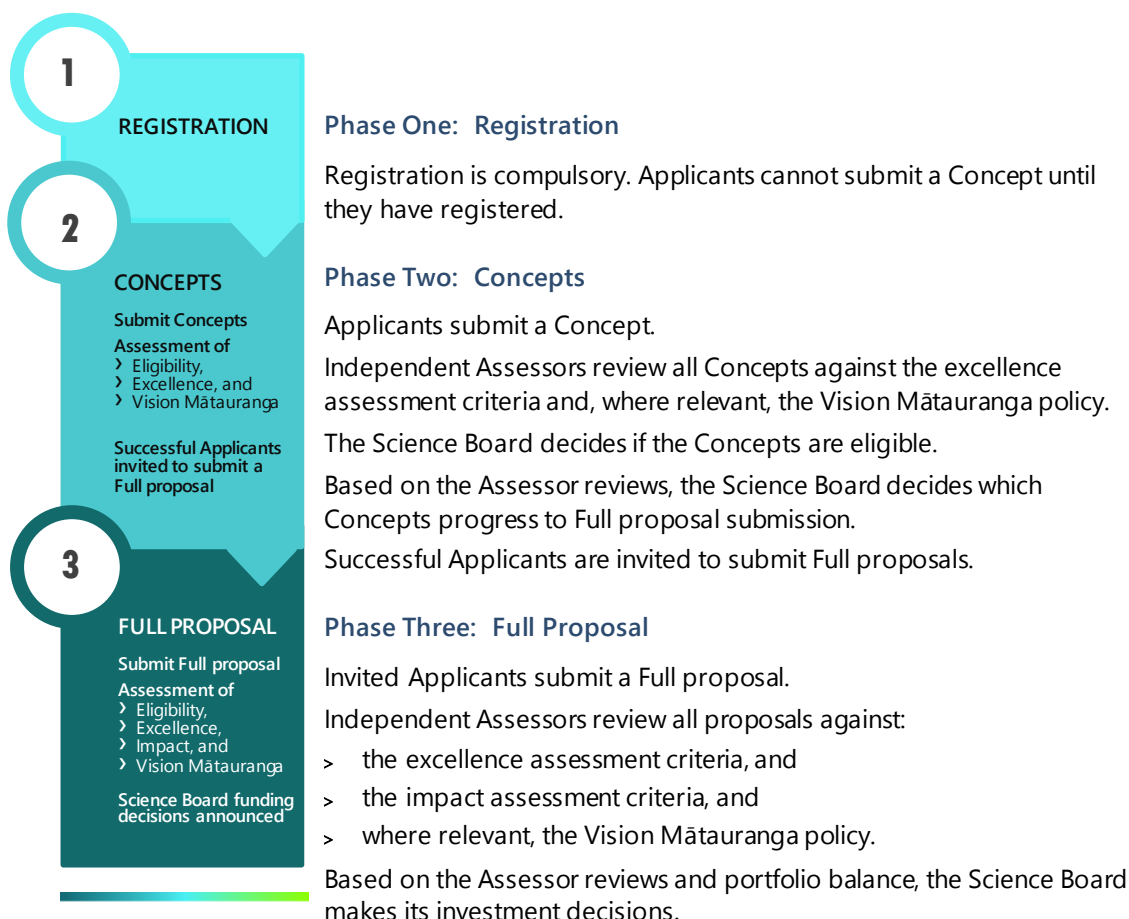
# The Application and Assessment Process

Application to the Endeavour Fund 2019 Funding Round is made through two investment mechanisms – **Smart Ideas** and **Research Programmes**.

The **Smart Ideas** investment mechanism catalyses and rapidly tests promising, innovative research ideas with high potential for benefit to New Zealand, to enable refresh and diversity in the science portfolio. Proposals are between \$0.4 million to \$1 million for a term of either two or three years.

The **Research Programmes** investment mechanism supports ambitious, excellent, and well-defined research ideas which, collectively, have credible and high potential to positively transform New Zealand's future in areas of future value, growth or critical need. Proposals are for a minimum of \$0.5 million per year for a term of three, four or five years. There is no maximum value.

## The Smart Ideas Application Process



Refer to the [Endeavour Fund Investment Plan 2019-2021](#) and the [Gazette Notice](#) for the eligibility requirements, and the excellence and impact assessment criteria.

Membership of the College of Assessors and the institutional level success rates will be published on MBIE's [Endeavour Fund webpages](#).

## The Research Programmes Application Process



### Phase One: Registration

Registration is compulsory. Applicants cannot submit a Full proposal until they have registered.

### Phase Two: Full Proposal

Independent Assessors review all proposals against the excellence assessment criteria and, where relevant, the Vision Mātauranga policy. The Science Board decides if the proposals are eligible.

Based on the Assessor reviews, the Science Board decides which proposals progress for impact assessment. Results are announced.

Independent Assessors review proposals against the impact assessment criteria, and where relevant, the Vision Mātauranga policy.

Based on the Assessor evaluations and portfolio balance, the Science Board makes its investment decisions.

Refer to the [Endeavour Fund Investment Plan 2019-2021](#) and the [Gazette Notice](#) for the eligibility requirements, and the excellence and impact assessment criteria.

Membership of the College of Assessors and the institutional level success rates will be published on MBIE's [Endeavour Fund webpages](#).

## Key Dates

	SMART IDEAS	RESEARCH PROGRAMMES
Roadshow sessions	8 – 19 Oct 2018	8 – 19 Oct 2018
Registration period	early Oct until 12 noon, Wednesday 7 Nov 2018	early Oct until 12 noon, Wednesday 12 Dec 2018
Submission period for Concepts	early Oct until 12 noon, Wednesday 28 Nov 2018	N/A
Science Board decisions on Concepts announced Successful Applicants invited to submit a Full proposal	mid-Apr 2019	N/A
Submission period for Full proposals	mid-Apr 2019 <sup>1</sup> until 12 noon, Wednesday 29 May 2019	early Oct until 12 noon, Wednesday 6 Mar 2019
Science Board funding decisions announced	mid-Sept 2019	mid-Sept 2019
Contracts begin	1 Oct 2019	1 Oct 2019

<sup>1</sup>The opening date will be advised in the Science Board notification letters.

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



## Funding Decisions

The Science Board:

- > Decides on eligibility and considers:
  - independent Assessor reviews
  - portfolio balance
  - the Investment Signals and Investment Targets in the Endeavour Fund Investment Plan 2019-2021, and MBIE’s Vision Mātauranga policy.
- > Makes the investment decision(s):
  - in accordance with the Endeavour Fund 2019 Funding Round Gazette Notice
  - informed by independent reviews.
- > May decide to invest less than the total funding indicated. It may also make decisions that result in more or less funding than indicated in the Investment Plan being invested in an investment mechanism or an Endeavour Fund objective.

## Contracting

If the Science Board decides to invest in your proposal, MBIE will enter into a Science Investment Contract and an associated Work Programme Agreement with your organisation (subject to any pre-contractual conditions being met). A sample contract is available on MBIE’s [Endeavour Fund webpages](#). MBIE will only enter into a Science Investment Contract with a New Zealand based legal entity.

The Science Board may:

- > set pre-contractual conditions that must be met before MBIE and the Applicant organisation can enter into a Science Investment Contract and any Work Programme Agreement
- > set special contract conditions, and/or
- > vary the funding allocated from that requested.

## Conflicts of Interest

MBIE will publish the membership of the College of Assessors on MBIE’s [Endeavour Fund webpages](#) before your application(s) (Concept and/or Full proposal) are assigned to Assessors. If you identify that an Assessor has an actual, potential or perceived direct or an indirect conflict of interest, you must notify MBIE immediately by emailing [Endeavour@mbie.govt.nz](mailto:Endeavour@mbie.govt.nz) with the details of the conflict.

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.

## 6

### Privacy

You are responsible for ensuring that all parties mentioned in your Registration, Concept and/or Full proposal:

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

### Meeting the New Zealand Government Data Requirements

MBIE is committed to ensuring that all science data generated through its investments meets minimum expectations of good data management and public availability. If you receive funding, MBIE expects you to comply with the [New Zealand Government Open Access and Licensing Framework](#). This framework advocates the use of Creative Commons<sup>1</sup> licences.

Proposals that include environmental science are subject to MBIE's [Environmental Data Management Policy Statement](#). If you receive new funding for research that includes environmental science you must agree to license under a [Creative Commons Attribution 3.0 New Zealand](#) licence (CC-BY) copyright works produced.

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

# Preparing your Funding Application

This section contains the Registration, Concept and Full proposal templates that you can use to prepare your funding application. Each template contains the information required and guidance on preparing that information. This is a guide and is not intended to constrain the information you provide. Mandatory information is marked with an asterisk (\*).

Ensure that the proposed research detailed in the information you provide:

- > complies with the eligibility criteria and addresses the assessment criteria outlined in the Gazette Notice

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For proposals to be assessed under the Endeavour Fund they must not be for research with the primary objective of health outcomes.

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- > addresses the Government's investment priorities and investment signals detailed in the Endeavour Fund Investment Plan 2019-2021
- > does not duplicate investment through the wider science system or research which is already underway elsewhere, either domestically or overseas
- > considers the aims of the Vision Mātauranga policy to achieve excellent research of relevance and impact to Māori and New Zealand.

Registration is performed in MBIE's Investment Management System (IMS) – a secure online portal. Completed Concepts and Full proposals are also submitted in the IMS portal. We recommend you use the templates provided to draft the required information using a word processor of your choice and then when ready to submit, copy and paste the necessary segments into the appropriate IMS portal fields and upload your supporting documentation as directed. See page 28 for more detailed IMS portal information.

## Key Reference Documents

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

- > The [Endeavour Fund Investment Plan 2019-2021](#) details the Government's goals and priorities for investment through the Endeavour Fund.
- > The [Gazette Notice](#) (number 2018-go4196) sets the criteria the Minister for Research, Science and Innovation requires the Science Board to use in making funding decisions for the Fund.
- > The [National Statement of Science Investment 2015-2025](#) details the Government's ten-year vision for New Zealand's science system.
- > The [Vision Mātauranga policy](#) outlines the Government's policy framework that aims to unlock the innovation potential of Māori knowledge, resources and people to assist New Zealanders to create a better future.
- > Any other Government sector specific strategy documents as relevant to the research.

See MBIE's [Endeavour Fund webpages](#) for a full list of reference documents.

# 8

## Registration Template *(for Smart Ideas and Research Programmes)*

This template contains the information required when registering for either Endeavour Fund Smart Ideas or Research Programmes funding. Use it to help gather the information you need to formulate your Registration. An asterisk (\*) indicates mandatory information.

Registration is completed in the IMS portal. You can register your intent for:

- > **Smart Ideas** funding from **early October** until **12 noon Wednesday 7 November 2018**.
- > **Research Programmes** funding from **early October** until **12 noon Wednesday 12 December 2018**.

These dates are subject to change. Any change will be notified via MBIE’s Endeavour Fund [Alert](#) e-newsletter. See page 28 for more detailed IMS portal information.

### REGISTRATION TEMPLATE

#### INFORMATION REQUIRED

#### WORD LIMIT

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

#### PROPOSAL INFORMATION

<b>*Investment Area</b>	Confirm the investment process you are applying to; either Smart Ideas or Research Programmes.	
<b>NZBN Number</b>	Confirm the NZBN or registration number of the contracting organisation.	
<b>Company/Trust Number</b>	Confirm the Company or Trust Number of the contracting organisation.	
<b>*Total Funding Requested</b>	Specify the total funding across all years that you are requesting.	
<b>*Title</b>	Provide a meaningful title that identifies the nature of proposal. Do not include acronyms or abbreviations.  Titles should clearly reflect the nature of the research involved. Avoid cryptic or humorous “tabloid” style titles. The title entered here will apply to your Concept (if applicable) and Full proposal and cannot be changed after Registration.	<i>12 words</i>
<b>*Number of Years Funding Requested</b>	Specify the number of years you are applying for funding. <ul style="list-style-type: none"> <li>&gt; For <b>Smart Ideas</b> you can apply for two or three years funding.</li> <li>&gt; For <b>Research Programmes</b> you can apply for three, four or five years funding.</li> </ul>	
<b>*Funding Objective</b>	Specify the fund objective that best describes the <b>primary</b> focus of your proposed research. Select either: <ul style="list-style-type: none"> <li>&gt; Economic,</li> <li>&gt; Environmental, or</li> <li>&gt; Society.</li> </ul> You can provide more specificity in the <b>Research classifications</b> section. See the Endeavour Fund Investment Plan 2019-2021 for more information regarding Government investment priorities.	

REGISTRATION TEMPLATE	
INFORMATION REQUIRED	WORD LIMIT
<i>This is a guide and is not intended to constrain the information you provide. An asterisk * indicates mandatory information.</i>	
<p><b>*Investment Signals</b> Select the Investment Signals that best align to your proposal.</p> <ul style="list-style-type: none"> <li>&gt; <b>General Signals</b> <ul style="list-style-type: none"> <li>– Excellent research, with high potential impact in areas of future value, growth or critical need for New Zealand</li> <li>– Leverage wider investment and knowledge in New Zealand and overseas</li> <li>– Gives effect to Vision Mātauranga</li> <li>– Take account of broader Government policy and strategy documents</li> <li>– Not applicable.</li> </ul> </li> <li>&gt; <b>Future Value, Growth or Critical Need Signals</b> <ul style="list-style-type: none"> <li>– Creating &amp; growing knowledge-intensive industries</li> <li>– Supporting the transition to a low-emissions economy</li> <li>– Not applicable.</li> </ul> </li> </ul> <hr/> <p>Explain your selections.</p>	<i>200 words</i>
<p><b>*Impact Category</b> <i>Applicable to Registrations for Research Programmes funding only.</i></p> <p>Specify the impact category that most aligns to your proposal.</p> <ol style="list-style-type: none"> <li>1. Research Programmes: Protect and Add Value</li> <li>2. Research Programmes: Transform</li> </ol> <hr/> <p>Explain this alignment.</p>	<i>200 words</i>
<p><b>*Research Keywords</b> List up to 15 key words (between 3 and 55 characters in length) that describe the nature of your research. Do not include acronyms or abbreviations.</p> <hr/> <p>The keywords entered here will apply to your Concept (if applicable) and Full proposal and cannot be changed after Registration. They will be used to select Assessors for your proposal.</p>	
<p><b>*Research Classifications</b> Specify no more than two:</p> <ul style="list-style-type: none"> <li>&gt; <b>Field of Research (FOR) ANZSRC</b> codes</li> <li>&gt; <b>Socio-Economic Objective (SEO) ANZSRC</b> codes.</li> </ul> <p>For each code, allocate the percentage of relevance totalling 100%.</p> <p>The codes selected will apply to your Concept (if applicable) and Full proposal and cannot be changed after Registration. They will be used to select Assessors for your proposal.</p> <p>An ANZSRC code is a standard classification that allows research and development activities to be categorised according to their intended purpose, outcome and/or discipline. See <a href="#">Australian Bureau of Statistics</a> for more details.</p> <hr/> <p>When selecting your ANZSRC codes, note the following:</p> <p>Selecting <b>SEO codes in Division 92 – Health</b> (particularly 9201 and 9204) is likely to indicate that the main Socio – Economic Outcome of the project is improve health outcomes for New Zealanders. This cannot be the primary objective of research funded by the Endeavour Fund. You should reassess the <b>primary</b> aim of your research and either, consider coding the research to 86 Manufacturing (e.g., 8608 Human pharmaceutical products, 8615 Instrumentation or 8601 Processed Food Products and Beverages (excl Dairy Products)) or redirecting your application to the Health Research Council.</p>	

REGISTRATION TEMPLATE	
INFORMATION REQUIRED	WORD LIMIT
<p><i>This is a guide and is not intended to constrain the information you provide. An asterisk * indicates mandatory information.</i></p>	
	<p>Selecting <b>SEO codes in the 97 – Expanding Knowledge</b> series indicates that the project does not have an identifiable Socio – Economic objective. This code should only be used for pure, basic research without a specific socioeconomic objective, such as some of the research funded by the Marsden Fund. As the Endeavour Fund is mission-focused, projects funded by the Endeavour fund must have an Economic, Environment, or Societal outcome.</p> <p><b>SEO codes in the 95 – Cultural Understanding</b> series (particularly the group 9503 Heritage) should be used only if a <i>significant outcome</i> of the research is an “<i>improved understanding of culture</i>” through the conservation of natural, social and cultural heritage.</p> <p>If, for example, a project uses Mātauranga Māori as an input to achieve an Environmental outcome the project should be classified (completely) under the 96 – Environment sector.</p>
<b>*Primary Contact</b>	<p>Provide the name, email address and telephone number of your primary contact person.</p> <p>This contact must have the mandate to discuss the proposal with MBIE officials and <b><u>should not be the Science Leader</u></b>.</p>
<b>*Secondary Contact</b>	<p>Provide a name, email address and telephone number for a second contact person. This secondary contact must differ from the primary.</p>
PROPOSAL SUMMARY & ELIGIBILITY	
<b>*Proposal Summary</b>	<p>Please provide a brief summary of what your project aims to deliver. This overview will help MBIE to identify the types of assessment expertise that are required during the later phases of the application process. <span style="float: right;">280 words</span></p> <hr/> <p>Your summary will apply to your Concept (if applicable) and Full proposal and cannot be changed after Registration. It can however be used to provide the basis for the Executive Summary in those subsequent application phases.</p>
<b>*Eligibility</b>	<p>Confirm that your application meets the eligibility criteria:</p> <ul style="list-style-type: none"> <li>&gt; be made by a New Zealand-based Research Organisation or a New Zealand-based legal entity representing a New Zealand-based Research Organisation;</li> <li>&gt; be designed so that the majority of benefits accrue outside of the Research Organisation or legal entity which represents the Research Organisation;</li> <li>&gt; not be made by a department of the public service as listed in Schedule 1 of the State Sector Act 1988;</li> <li>&gt; be made under an investment mechanism specified in the Endeavour Fund Investment Plan 2019-2021;</li> <li>&gt; be for research, science or technology, or related activities, the majority of which are to be undertaken in New Zealand, unless the Science Board considers that there are compelling reasons to consider the proposals, despite the amount of research, science or technology or related activities being proposed to be undertaken overseas;</li> </ul>

**REGISTRATION TEMPLATE**

INFORMATION REQUIRED	WORD LIMIT
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*This is a guide and is not intended to constrain the information you provide. An asterisk \* indicates mandatory information.*

- > not be for research with the primary objective of health outcomes;
- > meet any applicable timing, formatting, system or other similar administrative requirements imposed by MBIE in supplying administrative services to the Science Board under section 10(7) of the RS&T Act 2010; and
- > advise that the proposed funding recipient will, and the Science Board is of the view that it can, adhere to the terms and conditions of funding set out in an investment contract determined by the Science Board.

If you are unsure whether your application meets these criteria, explain why.

**PROJECT DELIVERY**

<b>Indicative Project Team</b>	<p>Specify the following for all known project team members:</p> <ul style="list-style-type: none"> <li>&gt; First and last name</li> <li>&gt; Organisation</li> <li>&gt; Role.</li> </ul> <p>MBIE will use this team information to help select Assessors for your proposal. Assessors use it to identify any potential conflicts of interest they may have prior to seeing your proposal.</p>
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<b>Conflicts of Interest</b>	<p>Declare any potential conflicts of interest and say why. See page 5 for more details.</p>
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12

## Concept Template *(for Smart Ideas)*

This template contains the information you should cover in your Concept for Endeavour Fund Smart Ideas funding. Use it to help gather the information you need to formulate your Concept. Where noted you will be asked to validate and if necessary expand and/or amend information submitted at Registration. An asterisk (\*) indicates mandatory information.

Concepts can be submitted to MBIE in the IMS portal immediately after Registration from **early October** until **12 noon, Wednesday 28 November 2018**.

These dates are subject to change. Any change will be notified via MBIE’s Endeavour Fund [Alert](#) e-newsletter. See page 28 for more detailed IMS portal information.

CONCEPT TEMPLATE	
INFORMATION REQUIRED	WORD LIMIT
<i>This is a guide and is not intended to constrain the information you provide. An asterisk * indicates mandatory information.</i>	
PROPOSAL INFORMATION	
<p><b>*Proposal Information</b></p> <p>Confirm the information entered at Registration:</p> <ul style="list-style-type: none"> <li>&gt; the total funding across all years that you are requesting</li> <li>&gt; the number of years you want funded; either two or three years</li> <li>&gt; the fund objective.</li> </ul>	
<p><b>*Investment Signals</b></p> <p>Validate/update the Investment Signals that best align to your proposal.</p> <ul style="list-style-type: none"> <li>&gt; <b>General Signals</b> <ul style="list-style-type: none"> <li>– Excellent research, with high potential impact in areas of future value, growth or critical need for New Zealand</li> <li>– Leverage wider investment and knowledge in New Zealand and overseas</li> <li>– Gives effect to Vision Mātauranga</li> <li>– Take account of broader Government policy and strategy documents</li> <li>– Not applicable.</li> </ul> </li> <li>&gt; <b>Future Value, Growth or Critical Need Signals</b> <ul style="list-style-type: none"> <li>– Creating &amp; growing knowledge-intensive industries</li> <li>– Supporting the transition to a low-emissions economy</li> <li>– Not applicable.</li> </ul> </li> </ul> <p>-----</p> <p>Explain your selections.</p>	<i>200 words</i>
<p><b>*Primary Contact</b></p> <p>Validate/update the name, email address and telephone number of your primary contact person.</p> <hr/> <p>Remember, this contact must have the mandate to discuss the proposal with MBIE officials and should not be the Science Leader.</p>	
<p><b>*Secondary Contact</b></p> <p>Validate/update the name, email address and telephone number of your second contact person.</p> <hr/> <p>Remember, the secondary contact must differ from the primary.</p>	



CONCEPT TEMPLATE	
INFORMATION REQUIRED	WORD LIMIT
<i>This is a guide and is not intended to constrain the information you provide. An asterisk * indicates mandatory information.</i>	
PROPOSAL SUMMARY & ELIGIBILITY	

<b>*Eligibility</b>	<p>Confirm that your application meets the eligibility criteria:</p> <ul style="list-style-type: none"> <li>&gt; be made by a New Zealand-based Research Organisation or a New Zealand-based legal entity representing a New Zealand-based Research Organisation;</li> <li>&gt; be designed so that the majority of benefits accrue outside of the Research Organisation or legal entity which represents the Research Organisation;</li> <li>&gt; not be made by a department of the public service as listed in Schedule 1 of the State Sector Act 1988;</li> <li>&gt; be made under an investment mechanism specified in the Endeavour Fund Investment Plan 2019-2021;</li> <li>&gt; be for research, science or technology, or related activities, the majority of which are to be undertaken in New Zealand, unless the Science Board considers that there are compelling reasons to consider the proposals, despite the amount of research, science or technology or related activities being proposed to be undertaken overseas;</li> <li>&gt; not be for research with the primary objective of health outcomes;</li> <li>&gt; meet any applicable timing, formatting, system or other similar administrative requirements imposed by MBIE in supplying administrative services to the Science Board under section 10(7) of the RS&amp;T Act 2010; and</li> <li>&gt; advise that the proposed funding recipient will, and the Science Board is of the view that it can, adhere to the terms and conditions of funding set out in an investment contract determined by the Science Board.</li> </ul>
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 If you are unsure whether your application meets these criteria, explain why.

### EXECUTIVE SUMMARY

<b>*Executive Summary</b>	<p>Summarise the overall objective of your research proposal and how you will achieve it, including:</p> <ul style="list-style-type: none"> <li>&gt; why your research is needed (the issue or problem you are addressing)</li> <li>&gt; what you propose to do (your hypothesis and scientific approach)</li> <li>&gt; the results, impacts or outcomes you expect, how they will be achieved, and who will use or benefit from them.</li> </ul>	<i>280 words</i>
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The Executive Summary is your opportunity to introduce Assessors and the Science Board to your research, the potential impact(s) of that research and your methodology. It should not introduce material that is not present in the Excellence and Impact sections of your proposal.

You may wish to expand on the Proposal Summary entered at Registration.

Do not include references, hyperlinks, images, video, or audio files.

### VISION MĀTAURANGA

<b>*Vision Mātauranga Summary</b>	<p>Tell us whether your proposed research is relevant to Vision Mātauranga and provide the rationale that substantiates this position.</p>	<i>200 words</i>
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CONCEPT TEMPLATE		
INFORMATION REQUIRED		WORD LIMIT
<i>This is a guide and is not intended to constrain the information you provide. An asterisk * indicates mandatory information.</i>		
EXCELLENCE		
<b>*Science Excellence</b>	<p>Describe the excellence of your science by clearly explaining:</p> <ul style="list-style-type: none"> <li>&gt; the science issue or problem you are aiming to address</li> <li>&gt; your overarching science question or hypothesis that addresses the science issue or problem</li> <li>&gt; the relevance of this hypothesis to the issue or problem identified</li> <li>&gt; how your method and high level approach (methodology) will enable the delivery of your research aims</li> <li>&gt; how your research is positioned in the domestic and international research context</li> <li>&gt; how you are leveraging state of the art knowledge and facilities, including through any collaborations with overseas researchers, teams or institutions</li> <li>&gt; the new knowledge, approaches and/or scientific or technological advances that will be enabled by your proposed research</li> <li>&gt; how your approaches or ideas are innovative or novel and identify areas of science stretch</li> <li>&gt; the additional benefits your approach will make possible</li> <li>&gt; what the technical risks are and how will they be managed</li> <li>&gt; the specific needs, opportunities or contributions of Māori knowledge, resources and/or people in the above areas, and explain if not appropriate.</li> </ul> <p>You may include images but not hyperlinks, video, or audio files.</p>	400 words
<b>*Team Excellence</b>	<p>Describe the excellence of your team by telling us:</p> <ul style="list-style-type: none"> <li>&gt; the necessary skills and knowledge they have to deliver the proposed activities</li> <li>&gt; any relevant partnerships they have with domestic or international researchers that will help deliver the research and implement of Vision Mātauranga</li> <li>&gt; how they will manage the risks associated with the team itself including their complementary skills, knowledge and resources, and succession planning.</li> </ul> <p>Do not include hyperlinks, images, video, or audio files.</p>	280 words
IMPACT		
<b>*Benefit to New Zealand</b>	<p>Describe how your research will deliver public benefit to New Zealand by clearly explaining:</p> <ul style="list-style-type: none"> <li>&gt; how your Concept responds to the investment signals (in the Endeavour Fund Investment Plan 2019 – 2021) beyond business as usual</li> <li>&gt; the problem to be solved or the opportunity to be taken and how this is important/relevant to New Zealand</li> <li>&gt; the scale and extent of potential benefits from the proposed research</li> <li>&gt; any assumptions used to estimate the type, scale and extent of the potential benefits</li> <li>&gt; how the proposed research gives effect to Vision Mātauranga, including benefits to Māori (iwi, communities/groups, and/or businesses).</li> </ul> <p>You may include images but not hyperlinks, video, or audio files.</p>	280 words

**CONCEPT TEMPLATE**

**INFORMATION REQUIRED** **WORD LIMIT**

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

**RESEARCH PLAN & SPECIALIST RESOURCES**

**\*Research plan** 280 words

Explain:

- > your chosen approach
- > how the key components of your research impact statement(s), collectively, will enable you to achieve your research objective(s)
- > the technical risks you have identified, and the steps you have taken or will take to mitigate or manage them.

Your Research plan should be understandable to Assessors, regardless of their specific field of expertise. You may include images but not hyperlinks, video, or audio files.

**\*Specialist Resources** 280 words

Explain:

- > the resources you will need to access or purchase to support the proposed research
- > measures you have taken or will take to secure those resources
- > any risks to obtaining the resources, and how those risks will be managed
- > the commitment you have around resources.

Resource examples include:

- > high performance “supercomputing” facilities
- > pilot plant facilities
- > controlled climate laboratories
- > research ships
- > physical containment (PC) facilities at PC3 or PC4 levels (not PC1 or PC2)
- > logistic support for Antarctic research
- > data not in the public domain that is critical for your research
- > essential analytical services not available within the team
- > facilities located offshore.

Do not list laboratory facilities, plant or equipment that are readily available and would be considered “standard” in an organisation with internal research capability. You may include images but not hyperlinks, video, or audio files.

**PROJECT TEAM FTE TABLE**

**\*Team Members**

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

Key personnel

- > **\*Science Leader:** the researcher(s) with responsibility for leading science/research; typically this is the Programme Director.
- > **\*Leaders:** the researcher responsible for the science/research for an individual impact statement, e.g., the Impact Statement Leader. At least one leader must be named.
- > **\*Key Researchers:** team members involved in the research, whose expertise is critical to the success of the project. They may be from a contracted organisation, a sub contracted agency, or a stakeholder who is providing cash or in-kind co-funding of the research. At least one key researcher must be named.

**CONCEPT TEMPLATE**

**INFORMATION REQUIRED**

**WORD LIMIT**

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

- > **Key Individuals:** team members who are not researchers but whose contribution is critical to the success of the project, e.g., implementation.
- > **Post-doctoral/early-career researchers:** the team members with seven or fewer years’ active research experience after receiving a doctoral degree.
- > **Student:** student involved in the research in order to contribute to their educational qualification.
- > **Others:** remaining research team members not listed elsewhere.

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

**Sample Team Table**

Role	Full Name	CV	Email Address	Diversity Registration <sup>1</sup>
*Science Leader	Mandatory	Mandatory	Mandatory	Yes
*Leader	Mandatory	Mandatory	Mandatory	Yes
*Key Researcher	Mandatory	Mandatory	Mandatory	Yes
Key Individual	Optional	Mandatory	Mandatory	Yes
*Contract Manager	Mandatory	Not Required	Mandatory	Not Required
Post-Doc	Optional	Not Required	Not Required	Not Required
Student	Optional	Not Required	Not Required	Not Required
Other	Optional	Not Required	Not Required	Not Required

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

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

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

**SUPPORTING INFORMATION**

**Glossary**

If appropriate, provide a glossary that explains any acronyms, names, terms or use of Te Reo Māori that may be unfamiliar.

Your glossary should not:

- > exceed two sides of an A4 page
- > include references, hyperlinks or images.

A glossary template can be downloaded from the IMS portal in the Concept’s **Glossary** section.

**References/  
Citations**

Provide key references/citations that you have used in your Concept. These are uploaded in the IMS portal as separate documents.

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

**CONCEPT TEMPLATE**

**INFORMATION REQUIRED**

**WORD LIMIT**

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

**\*Special Ethical and Regulatory Requirements**

Tell us the ethical and regulatory requirements and approvals you need to conduct the proposed research, and indicate whether these have been obtained. Include any significant safety issues.

280 words

If approvals have not yet been obtained, tell us how and when you expect to do so.

If no ethical or regulatory requirements apply to your proposed research simply state "Not Applicable".

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 (under Other Expenditure). If delays are incurred through failure to gain or initial the necessary approvals, funding may be withheld, withdrawn or renegotiated.

**Conflicts of Interest**

Declare any potential conflicts of interest and say why. See page 5 for more details.



## Full Proposal Template *(for Smart Ideas and Research Programmes)*

This template details the information you should cover in your Full proposal for either Endeavour Fund Smart Ideas or Research Programmes funding. Use it to help gather the information you need to formulate your proposal. Where noted you will be asked to validate and if necessary expand and/or amend information entered at Registration and, if applicable, that submitted in your Concept. An asterisk (\*) indicates mandatory information.

For Smart Ideas Full proposals, the research should expand on that signaled in your Concept and not introduce new research.

For **Smart Ideas**, Full proposals can only be submitted on invitation. This invitation is made by MBIE after the Science Board’s decisions on the assessment of Concepts. If invited to do so, Full proposals can be submitted to MBIE in the IMS portal from **mid-April 2019<sup>1</sup>** until **12 noon, Wednesday 29 May 2019**.

For **Research Programmes**, Full proposals can be submitted to MBIE in the IMS portal immediately after Registration from **early October** until **12 noon, Wednesday 6 March 2019**.

<sup>1</sup>The opening date will be advised in the Science Board notification letters.

These dates are subject to change. Any change will be notified via MBIE’s Endeavour Fund [Alert](#) e-newsletter. See page 28 for more detailed IMS portal information.

### FULL PROPOSAL TEMPLATE

INFORMATION REQUIRED	WORD LIMIT
<i>This is a guide and is not intended to constrain the information you provide. An * indicates mandatory information.</i>	
PROPOSAL INFORMATION	
<p><b>*Proposal Information</b></p>	<p>Validate/update the following information supplied at Registration and, if applicable, in your Concept:</p> <ul style="list-style-type: none"> <li>&gt; the <b>total funding</b> across all years that you are requesting</li> <li>&gt; the number of years you are applying for funding:                             <ul style="list-style-type: none"> <li>– For <b>Smart Ideas</b> you can apply for two or three years funding</li> <li>– For <b>Research Programmes</b> you can apply for three, four or five years funding</li> </ul> </li> <li>&gt; the amount you are requesting for the <b>first</b> year of funding</li> <li>&gt; the start and end dates of your contract should your proposal for funding be accepted by the Science Board. All contracts must start 1 October 2019</li> <li>&gt; the fund objective.</li> </ul>
<p><b>*Investment Signals</b></p>	<p>Validate/update the Investment Signals that best align to your proposal.</p> <ul style="list-style-type: none"> <li>&gt; <b>General Signals</b> <ul style="list-style-type: none"> <li>– Excellent research, with high potential impact in areas of future value, growth or critical need for New Zealand</li> <li>– Leverage wider investment and knowledge in New Zealand and overseas</li> <li>– Gives effect to Vision Mātauranga</li> <li>– Take account of broader Government policy and strategy documents</li> <li>– Not applicable.</li> </ul> </li> <li>&gt; <b>Future Value, Growth or Critical Need Signals</b> <ul style="list-style-type: none"> <li>– Creating &amp; growing knowledge-intensive industries</li> <li>– Supporting the transition to a low-emissions economy</li> <li>– Not applicable.</li> </ul> </li> </ul>
<p>Explain your selections.</p>	<p>200 words</p>

**FULL PROPOSAL TEMPLATE**

INFORMATION REQUIRED	WORD LIMIT
<i>This is a guide and is not intended to constrain the information you provide. An * indicates mandatory information.</i>	
<p><b>*Impact Category</b>     <i>Applicable for Research Programmes funding only</i></p> <p>Validate/update the impact category that most aligns to your proposal.</p> <ol style="list-style-type: none"> <li>1. Research Programmes: Protect and Add Value</li> <li>2. Research Programmes: Transform</li> </ol>	<i>200 words</i>
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	<i>200 words</i>
<p><b>*Primary Contact</b>     Validate/update the name, email address and telephone number of your primary contact person.</p> <hr/> <p>Remember, this contact must have the mandate to discuss the proposal with MBIE officials and should <b><u>not be the Science Leader</u></b>.</p>	
<p><b>*Secondary Contact</b>     Validate/update the name, email address and telephone number of your second contact person.</p> <hr/> <p>Remember, the second contact must differ from the primary.</p>	

**PROPOSAL SUMMARY & ELIGIBILITY**

<b>*Eligibility</b>	<p>Confirm that your application meets the eligibility criteria:</p> <ul style="list-style-type: none"> <li>&gt; be made by a New Zealand-based Research Organisation or a New Zealand-based legal entity representing a New Zealand-based Research Organisation;</li> <li>&gt; be designed so that the majority of benefits accrue outside of the Research Organisation or legal entity which represents the Research Organisation;</li> <li>&gt; not be made by a department of the public service as listed in Schedule 1 of the State Sector Act 1988;</li> <li>&gt; be made under an investment mechanism specified in the Endeavour Fund Investment Plan 2019-2021;</li> <li>&gt; be for research, science or technology, or related activities, the majority of which are to be undertaken in New Zealand, unless the Science Board considers that there are compelling reasons to consider the proposals, despite the amount of research, science or technology or related activities being proposed to be undertaken overseas;</li> <li>&gt; not be for research with the primary objective of health outcomes;</li> <li>&gt; meet any applicable timing, formatting, system or other similar administrative requirements imposed by MBIE in supplying administrative services to the Science Board under section 10(7) of the RS&amp;T Act 2010; and</li> <li>&gt; advise that the proposed funding recipient will, and the Science Board is of the view that it can, adhere to the terms and conditions of funding set out in an investment contract determined by the Science Board.</li> </ul>
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	If you are unsure whether your application meets these criteria, explain why.

## FULL PROPOSAL TEMPLATE

INFORMATION REQUIRED	WORD LIMIT
<i>This is a guide and is not intended to constrain the information you provide. An * indicates mandatory information.</i>	
<b>EXECUTIVE SUMMARY</b>	
<p><b>*Executive Summary</b> If applying for Smart Ideas funding, expand on the Executive Summary submitted in your Concept.</p> <p>If applying for Research Programmes funding, summarise the content of the overall objective of your research proposal and how you will achieve it, including:</p> <ul style="list-style-type: none"> <li>&gt; why your research is needed (the issue or problem you are addressing)</li> <li>&gt; what you propose to do (your hypothesis and scientific approach)</li> <li>&gt; the results, impacts or outcomes you expect, how they will be achieved, and who will use or benefit from them.</li> </ul> <p>When writing the Executive Summary, it is useful to break the summary into short paragraphs using the headings of Science Excellence, Team Excellence, Benefit to New Zealand and Implementation Pathway.</p> <p>Do not include references, hyperlinks, images, video, or audio files.</p>	560 words
<b>VISION MĀTAURANGA</b>	
<p><b>*Vision Mātauranga Summary</b> Tell us whether your proposed research is relevant to Vision Mātauranga and provide the rationale that substantiates this position.</p>	200 words
<b>EXCELLENCE</b>	
<p><b>*Science Excellence</b> If applying for Smart Ideas funding, expand on the science excellence information submitted in your Concept.</p> <p>If applying for Research Programmes funding, describe the excellence of your science by clearly explaining:</p> <ul style="list-style-type: none"> <li>&gt; the science issue or problem you are aiming to address</li> <li>&gt; your overarching science question or hypothesis that addresses the science issue or problem</li> <li>&gt; the relevance of this hypothesis to the issue or problem identified</li> <li>&gt; how your method and high level approach (methodology) will enable the delivery of your research aims</li> <li>&gt; how your research is positioned in the domestic and international research context</li> <li>&gt; how you are leveraging state of the art knowledge and facilities, including through any collaborations with overseas researchers, teams or institutions</li> <li>&gt; the new knowledge, approaches and/or scientific or technological advances that will be enabled by your proposed research</li> <li>&gt; how your approaches or ideas are innovative or novel and identify areas of science stretch</li> <li>&gt; the additional benefits your approach will make possible</li> <li>&gt; what the technical risks are and how will they be managed</li> <li>&gt; the specific needs, opportunities or contributions of Māori knowledge, resources and/or people in the above areas, and explain if not appropriate.</li> </ul> <p>You may include images but not hyperlinks, video, or audio files.</p> <p>Reference where applicable, not duplicate, information provided in the <b>Methods, Research plan</b> and <b>Work programme</b> sections.</p>	1120 words



## FULL PROPOSAL TEMPLATE

INFORMATION REQUIRED	WORD LIMIT
<i>This is a guide and is not intended to constrain the information you provide. An * indicates mandatory information.</i>	
<b>*Team Excellence</b>	<p>If applying for Smart Ideas funding, update/expand on the team information detailed in your Concept.</p> <p>If applying for Research Programmes funding, describe the excellence of your team by telling us:</p> <ul style="list-style-type: none"> <li>&gt; the necessary skills and knowledge they have to deliver the proposed activities</li> <li>&gt; any relevant partnerships they have with domestic or international researchers that will help deliver the research and implement of Vision Mātauranga</li> <li>&gt; how they will manage the risks associated with the team itself including their complementary skills, knowledge and resources, and succession planning.</li> </ul> <p>Do not include hyperlinks, images, video, or audio files.</p>
<b>IMPACT</b>	
<b>*Benefit to New Zealand</b>	<p>If applying for Smart Ideas funding, expand on the benefits detailed in your Concept.</p> <p>If applying for Research Programmes funding, describe how your research delivers public benefit to New Zealand by clearly explaining:</p> <ul style="list-style-type: none"> <li>&gt; how your proposal responds to the investment signals (in the Endeavour Fund Investment Plan 2019 – 2021)</li> <li>&gt; the problem to be solved or the opportunity to be taken and how this is important/relevant to New Zealand</li> <li>&gt; the scale and extent of potential benefits from the proposed research</li> <li>&gt; any assumptions used to estimate the type and scale of the potential benefits and their scale and extent</li> <li>&gt; how the proposed research gives effect to Vision Mātauranga, including benefits to Māori (iwi, communities/groups, and/or businesses).</li> </ul> <p>You can use images but not hyperlinks, video, or audio files.</p>
<b>*Implementation Pathway(s)</b>	<p>Detail your implementation pathway(s) and how they will deliver public benefit to New Zealand by clearly explaining:</p> <ul style="list-style-type: none"> <li>&gt; the key initiatives (and their timing) that will deliver the proposed impacts or how the project will be managed to test assumptions, clarify the implementation pathway, mitigate risk, and remove barriers to implementation</li> <li>&gt; how the pathway specification is appropriate to the stage of research</li> <li>&gt; how you are considering, identifying and responding to the needs, opportunities or contribution from Māori knowledge, resources and/or people to support the delivery of impact, or, if none are relevant the rationale for this position</li> <li>&gt; the strength of your current relationships with end users and partners, and/or how you plan to engage with them to develop and improve relationships relevant to the delivery of impact</li> <li>&gt; the team's track record in delivering impact</li> <li>&gt; partnering arrangements where applicable, and if significant private benefit may accrue to an individual end user, how these arrangements will ensure broad benefit to New Zealand</li> <li>&gt; how your research is intended to be taken up by end or next users in order to deliver the benefits described in the <b>Benefit to New Zealand</b> section</li> <li>&gt; how you are sure you have freedom to operate in your proposed area of research.</li> </ul> <p>You may include images but not hyperlinks, video, or audio files.</p>

## FULL PROPOSAL TEMPLATE

INFORMATION REQUIRED	WORD LIMIT
<i>This is a guide and is not intended to constrain the information you provide. An * indicates mandatory information.</i>	
*Team Impact	<p>Describe the mix of complementary skills and experience, within the team, relevant to achieving impact in the proposed impact areas. In your description:</p> <ul style="list-style-type: none"> <li>&gt; draw on team members past experience of applying research findings commercially or non-commercially leading to economic, social or environmental impact</li> <li>&gt; build on the information provided in individual team members CVs</li> <li>&gt; include details of the creation of ‘spin-off’ companies, selling or licensing intellectual property, applications of knowledge in policy, social or environmental domains, development and commercialisation of software and technical products etc.</li> </ul>
*Post-contract Outcomes for New Zealand	<p>Explain how you plan to deliver impact from your proposed research after the contract period. Your statements should be categorised under the headings 2, 5 and 10 year horizons.</p> <p>Do not include references, hyperlinks, images, video, or audio files.</p>
WORK PROGRAMME	
*Impact Statements	<p>Detail your impact statements and for each statement, the applicable research aims and critical steps. Statements, aims and steps must be measurable and achievable within the term of the contract and on or before the end date of the higher-level item.</p> <p>Detail at least one impact statement. Each statement must have at least one research aim and one critical step, as well as start and end dates.</p> <p>An impact statement describes the impacts or outcomes the proposal aims to achieve by the end date specified. It does not include impacts or outcomes delivered beyond the end of the contract term. Impact statements go one-step beyond research outputs such as research papers or client reports, and typically include transfer to, or uptake of the research by users.</p> <p>A research aim is a scientific question or hypothesis that will be answered or a specific objective that will be delivered by the proposed research.</p> <p>A critical step is a research or related activity that, if not delivered, will significantly affect the achievement of a research aim or the impact of the proposed research. Regulatory and/or ethical approvals, for example, should be listed as critical steps. Critical steps should be measurable, defined events, not incremental progress.</p>
RESEARCH PLAN, METHODS & SPECIALIST RESOURCES	
*Research Plan	<p>Explain:</p> <ul style="list-style-type: none"> <li>&gt; your chosen approach</li> <li>&gt; how the key components of your research impact statement(s), collectively, will enable you to achieve your research objective(s)</li> <li>&gt; the technical risks you have identified, and the steps you have taken or will take to mitigate or manage them.</li> </ul> <p>If applicable, expand/update the plan detailed in your Concept.</p> <p>Your Research plan should be understandable to Assessors, regardless of their specific field of expertise. You may include images but not hyperlinks, video, or audio files.</p>

**FULL PROPOSAL TEMPLATE**

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

<b>*Methods</b>	<p>Provide a clear and precise description of how you propose to perform your research, your rationale for your choice of methods and other science or research characteristics of the project. This can include:</p> <ul style="list-style-type: none"> <li>&gt; your choice of study material(s), sites and/or subject(s); this may also include reasons for not choosing various options</li> <li>&gt; how you plan to collect and manage data such as variables, measurement methods, sampling methods and sample size</li> <li>&gt; how you have considered potential errors (random or systematic) and the methods and strategies you will use to control them</li> <li>&gt; any experimental design approach where this has a significant impact or is out of the ordinary, e.g., the type of participants or types of controls</li> <li>&gt; any analytical advantages enabled by your choice of instrumentation/equipment for data analysis, including your use of statistical methods.</li> </ul> <p>Your methods should be understandable to Assessors, regardless of their specific field of expertise. You may include images but not hyperlinks, video, or audio files.</p>	<b>1680 words</b>
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<b>*Specialist Resources</b>	<p>Explain:</p> <ul style="list-style-type: none"> <li>&gt; the resources you will need to access or purchase to support the proposed research</li> <li>&gt; measures you have taken or will take to secure those resources</li> <li>&gt; any risks to obtaining the resources, and how those risks will be managed, and</li> <li>&gt; evidence the commitment you have around resources.</li> </ul> <p>If applicable, expand/update the plan detailed in your Concept.</p> <p>Resource examples include:</p> <ul style="list-style-type: none"> <li>&gt; high performance “super” computing facilities</li> <li>&gt; pilot plant facilities</li> <li>&gt; controlled climate laboratories</li> <li>&gt; research ships</li> <li>&gt; physical containment (PC) facilities at PC3 or PC4 levels (not PC1 or PC2)</li> <li>&gt; logistic support for Antarctic research</li> <li>&gt; data not in the public domain that is critical for your research</li> <li>&gt; essential analytical services not available within the team</li> <li>&gt; facilities located offshore.</li> </ul> <p>Do not list laboratory facilities, plant or equipment that are readily available and would be considered “standard” in an organisation with internal research capability. You may include images but not hyperlinks, video, or audio files.</p>	<b>560 words</b>
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**FUNDING REQUESTED & PROJECT BUDGET**

<b>*Funding Requested</b>	Specify the funding requested for each impact statement in each year of the work programme.
<b>*Project Budget</b>	<p>Tell us the average annual budget for the MBIE funding you have requested. Use the table that follows as a guide. The total budget must be within \$1,000 of the per annum amount of funding you are requesting.</p> <p>Note that the appropriation for the Endeavour Fund is a non-departmental output expense, so it cannot be used to fund CAPEX. However, it can be used to meet the full overhead cost and depreciation.</p>

**FULL PROPOSAL TEMPLATE**

INFORMATION REQUIRED	WORD LIMIT
<i>This is a guide and is not intended to constrain the information you provide. An * indicates mandatory information.</i>	

Personnel	0.00
General operating expenses	0.00
Building depreciation/rental	0.00
Equipment depreciation/rental	0.00
Overheads	0.00
Subcontracting	0.00
Other expenditure	0.00
Average annual budget	0.00

**PROJECT TEAM**

**\*Team Members** Using the sample Team table that follows, update/expand on the team information detailed at Registration (and if applicable in your Concept). List the key personnel that will be involved in each year of funding and provide supporting CVs.

Key personnel

- > **\*Science Leader:** the researcher(s) with responsibility for leading science/research; typically this is the Programme Director.
- > **\*Leaders:** the researcher responsible for the science/research for an individual impact statement, e.g., the Impact Statement Leader. At least one leader must be named.
- > **\*Key Researchers:** team members involved in the research, whose expertise is critical to the success of the project. They may be from a contracted organisation, a sub contracted agency, or a stakeholder who is providing cash or in-kind co-funding of the research. At least one key researcher must be named.
- > **Key Individuals:** team members who are not researchers but whose contribution is critical to the success of the project, e.g., implementation.
- > **Post-doctoral/early-career researchers:** the team members with seven or fewer years’ active research experience after receiving a doctoral degree.
- > **Student:** student involved in the research in order to contribute to their educational qualification.
- > **Others:** remaining research team members not listed elsewhere.

**Sample Team Table**

Role	Full Name	CV	Minimum FTE	Email Address	ORCID iD Invitation	Diversity Registration <sup>1</sup>
<b>*Science leader</b>	<i>Mandatory</i>	<i>Mandatory</i>	<i>0.15</i>	<i>Mandatory</i>	<i>Yes</i>	<i>Yes</i>
<b>*Leader</b>	<i>Mandatory</i>	<i>Mandatory</i>	<i>0.15</i>	<i>Mandatory</i>	<i>Yes</i>	<i>Yes</i>
<b>*Key researcher</b>	<i>Mandatory</i>	<i>Mandatory</i>	<i>0.15</i>	<i>Mandatory</i>	<i>Yes</i>	<i>Yes</i>
<b>Key individual</b>	<i>Optional</i>	<i>Mandatory</i>	<i>Not Required</i>	<i>Mandatory</i>	<i>Yes</i>	<i>Yes</i>
<b>*Contract manager</b>	<i>Mandatory</i>	<i>Not Required</i>	<i>Not Required</i>	<i>Mandatory</i>	<i>Not Required</i>	<i>Not Required</i>
<b>Post-Doc</b>	<i>Optional</i>	<i>Not Required</i>	<i>Not Required</i>	<i>Not Required</i>	<i>Not Required</i>	<i>Not Required</i>
<b>Student</b>	<i>Optional</i>	<i>Not Required</i>	<i>Not Required</i>	<i>Not Required</i>	<i>Not Required</i>	<i>Not Required</i>
<b>Other</b>	<i>Optional</i>	<i>Not Required</i>	<i>Not Required</i>	<i>Not Required</i>	<i>Not Required</i>	<i>Not Required</i>

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

CVs should conform to the RS&T CV format.

**FULL PROPOSAL TEMPLATE**

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

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

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

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

KEY RELATIONSHIPS	
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<b>End Users</b>	<p>For each impact statement and for each year of funding, list the end users you will have a relationship with and that are involved in your research.</p> <p>For contracting purposes, if an end user is co-funding your research (in cash or in kind) provide these details.</p> <hr/> <p>End users are stakeholders that are likely to use the research and who will benefit directly from it. End users may:</p> <ul style="list-style-type: none"> <li>&gt; include organisations, businesses, and sector or community groups including iwi/Māori</li> <li>&gt; be involved in defining the research questions and shaping the work not just involved in the uptake of its findings.</li> </ul>
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<b>International Collaborations/ Partnerships</b>	<p>List the relevant collaborations and partnerships you have, or plan to develop, with international researchers or organisations and explain for each:</p> <ul style="list-style-type: none"> <li>&gt; the contribution they are making or will make to your proposed research, including any co-funding support</li> <li>&gt; what your proposal will contribute to them</li> <li>&gt; any benefits to New Zealand science in general from the relationship(s).</li> </ul> <p>International collaborations can strengthen the quality and impact of research by, e.g., providing expertise or access to infrastructure that is not readily available in New Zealand, or enabling New Zealand researchers to tap into, build on and benefit from global research advances. Linking research with relevant international initiatives also builds an international reputation for New Zealand research and development capability.</p> <p>International research may also be for the purpose of conducting research not able to be done in New Zealand, e.g., for biosecurity reasons.</p>
---	--

<b>Co-funding</b>	<p>If co-funding applies to your research, tell us how that will apply to each impact statement and for each year of funding.</p> <p>If you have excluded co-funding from consideration in your research, tell us why. During or before contracting a proposal, MBIE may request evidence of the indicated level of co-funding.</p> <p>There are two types of co-funding: cash and in-kind.</p> <ul style="list-style-type: none"> <li>&gt; <b>Cash</b> co-funding is cash received from another organisation that contributes directly to an impact statement within your proposal. It 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.</li> </ul>
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**FULL PROPOSAL TEMPLATE**

INFORMATION REQUIRED	WORD LIMIT
<p><i>This is a guide and is not intended to constrain the information you provide. An * indicates mandatory information.</i></p>	
	<ul style="list-style-type: none"> <li>&gt; <b>In-kind</b> co-funding is a non-cash contribution that will assist you to achieve the proposal’s impact statement(s). It may include, for example, the use of equipment, staff time, or access to data.</li> </ul> <p>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.</p>
<p><b>Subcontracting</b></p>	<p>For each impact statement and for each year of funding, tell us about any sub-contractors that will be involved in delivering the project.</p> <p>Sub-contracting funding is the amount you plan to spend on work done by other organisations in order to complete your proposed research.</p>
SUPPORTING INFORMATION	
<p><b>*Public Statement</b></p>	<p>The public statement may be published on MBIE’s website if your proposal is funded. The statement is not used for the purpose of assessment.</p> <p>It is important to capture the essence of your research 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.</p> <p>Do not include confidential information nor references, hyperlinks, images, video, or audio files.</p> <p style="text-align: right;"><i>280 words</i></p>
<p><b>*Intellectual Property Management</b></p>	<p>Tell us:</p> <ul style="list-style-type: none"> <li>&gt; how you will identify, protect, and if appropriate share, any intellectual property generated by the research</li> <li>&gt; if the success of your research is dependent on access to existing intellectual property, the agreements you have in place to use it</li> <li>&gt; if you are collaborating with other organisations, any intellectual property management plans in place.</li> </ul> <p>You may include images but not hyperlinks, video, or audio files.</p> <hr/> <p>If the Science Board decides to fund your proposal, you will be required to comply with Principles 1-3 in Appendix 2 of the Science Investment Contract which can be accessed from the <a href="#">Endeavour Fund webpages</a>.</p>
<p><b>*Special Ethical and Regulatory Requirements</b></p>	<p>If applying for Smart Ideas funding, validate/update the ethical and regulatory requirements detailed in your Concept.</p> <p>If applying for Research Programmes funding, tell us the ethical and regulatory requirements and approvals you need to conduct the proposed research, and indicate whether these have been obtained. Include any significant safety issues.</p> <p>If approvals have not yet been obtained, tell us how and when you expect to do so.</p> <p>If no ethical or regulatory requirements apply to your proposed research simply state <b>Not Applicable</b>.</p> <hr/> <p>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 (under Other Expenditure). If delays are incurred through failure to gain or initial the necessary approvals, funding may be withheld, withdrawn or renegotiated.</p>

**FULL PROPOSAL TEMPLATE**

INFORMATION REQUIRED	WORD LIMIT
----------------------	------------

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

**Glossary** If appropriate, provide a glossary that explains any acronyms, names, terms or use of Te reo Māori that may be unfamiliar.

Your glossary should not:

- > exceed two sides of an A4 page
- > include references, hyperlinks or images.

A glossary template can be downloaded from the IMS portal in the Concept’s **Glossary** section.

**References / Citations** Provide key references/citations that support and strengthen your proposed research. These are uploaded in the IMS portal as separate documents.

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

**Conflicts of Interest** Declare any potential conflicts of interest and say why. See page 5 for more details.

**CLASSIFICATIONS**

**\*Industry Sector** For each impact statement, indicate the percentage of the proposed research relevant to the industry sectors. To help you prepare, these categories are listed in *Appendix 3: Profiling Data* on page 41.

The total for each impact statement across all industry sectors must equal 100%. If your proposed research is environmental or social research, choose **Not Relevant**.

**\*Profiling Data** Select the profile sector/s relevant to your research project and ensure that for each sector you select that the category percentages equal 100 percent.

To help you prepare, these categories are listed in *Appendix 3: Profiling Data* on page 41. Note that the **Research Type** profile sector is mandatory.

**\*ANZSRC Codes** Specify the **same** Field of Research (FOR) and the Socio-Economic Objective (SEO) ANZSRC codes that were supplied at Registration.

28

# Submitting your Registration and Funding Applications

The Endeavour Fund funding application process comprises up to three phases and is performed in MBIE’s Investment Management System (IMS) – a secure online portal.

IF APPLYING FOR:	IN THE IMS PORTAL YOU NEED TO:	SUBMISSION PERIOD	
		FROM	UNTIL 12 NOON WEDNESDAY
Smart Ideas funding	1. Register your intent to apply	early Oct 2018	7 Nov 2018
	2. Submit a Concept	early Oct 2018	28 Nov 2018
	3. If invited, submit a Full proposal	mid-Apr 2019 <sup>1</sup>	29 May 2019
Research Programmes funding	1. Register your intent to apply	early Oct 2018	12 Dec 2018
	2. Submit a Full proposal	early Oct 2018	6 Mar 2019

<sup>1</sup>The opening date will be advised in the Science Board notification letters. These dates are subject to change. Any change will be notified via MBIE’s Endeavour Fund [Alert](#) e-newsletter.

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

## Accessing MBIE’s IMS Portal

■ **To log in to the IMS portal:**

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

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

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

**For first time users:**

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

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

**For existing users:**

Log in using your existing username and password. If you’ve forgotten this, use the **I’ve forgotten my password** option.

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

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

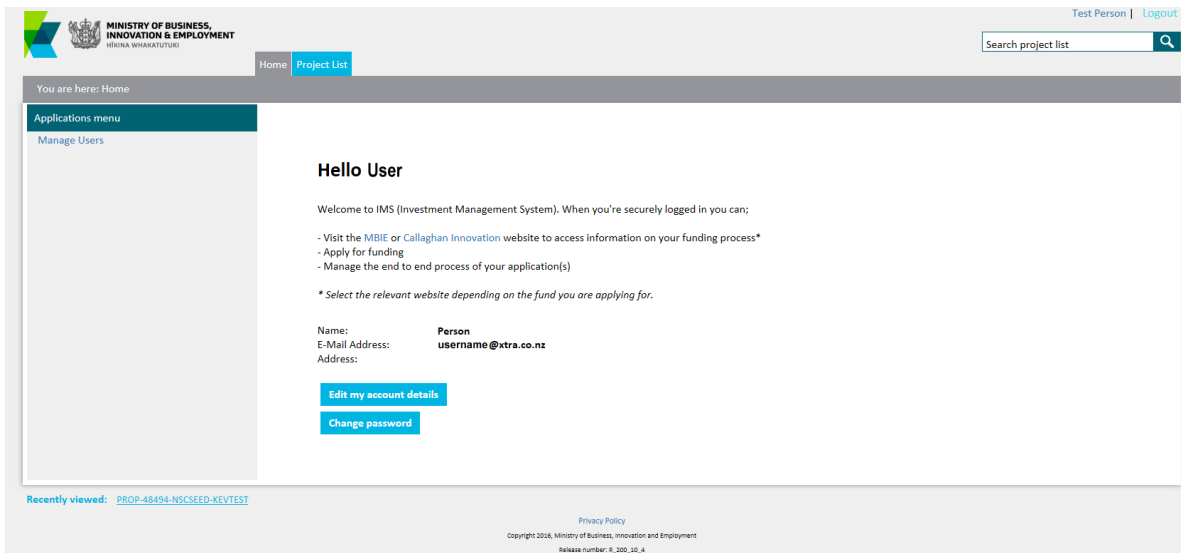


## User Access Roles

What you can do and see in the IMS portal is dependent on your access. There are two user roles.

A	CAN
<b>User</b>	<ul style="list-style-type: none"> <li>&gt; See and/or work only on funding applications to which they are authorised</li> <li>&gt; Submit completed registrations/applications to your Super User quality assurance (QA).</li> </ul>
<b>Super User</b>	<ul style="list-style-type: none"> <li>&gt; Perform all the functions of a regular user</li> <li>&gt; Manage IMS portal access; add, delete or modify the users in their organisation, including changing the views and applications they can see</li> <li>&gt; QA and submit completed applications to MBIE.</li> </ul>

## Navigating the IMS Portal



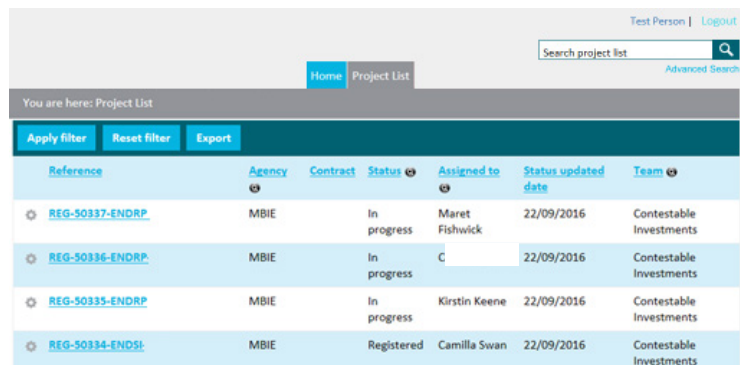
The IMS portal Home screen

From the Home screen of IMS portal you can:

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

## Customising your View

The Home screen’s Project List tab lists the applications submitted by your organisation. Here you open and view the details of all applications and contracts to which you have access. You can filter and sort this list to view only those of interest, and customise the columns to show only the information required.



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

You will only see information to which you have permission.

## Registering/Submitting a Funding Application

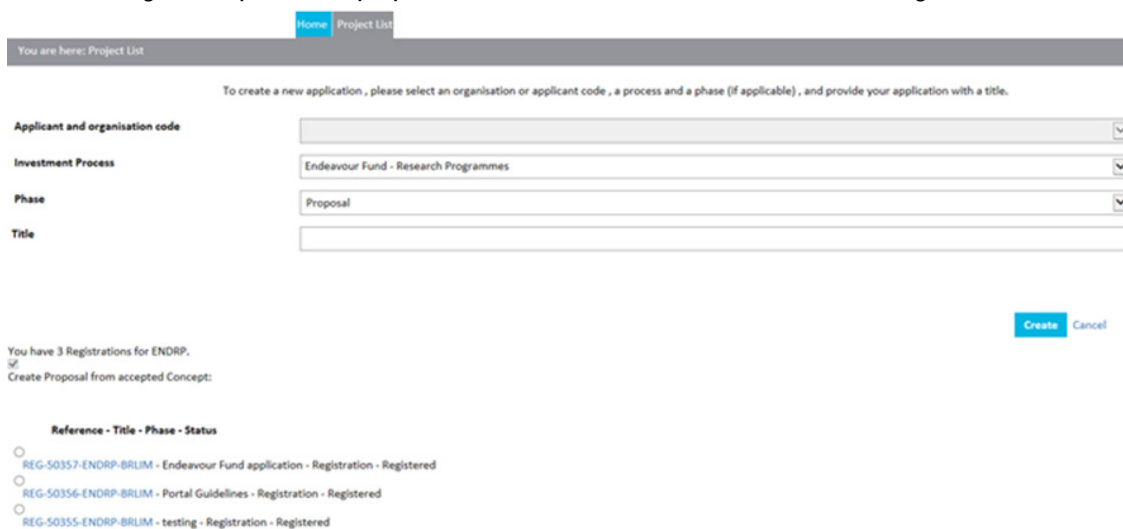
Complete all the required fields. Mandatory fields are marked with an asterisk. Ensure all sections are completed and meet the requirements as per this Call for Proposals.

### ■ To register/submit an application in the IMS portal:

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



3. Select the appropriate fund from the **Investment Process** drop down menu, either:
  - › 2019 Endeavour Fund – Research Programmes, or
  - › 2019 Endeavour Fund – Smart Ideas.
4. Select the appropriate phase; **Registration**, **Concept**, or **Proposal**.
5. If you are:
  - › **registering**, enter a title for your application.
  - › submitting a **Concept** or a **Full proposal**, click the **Reference** button for the relevant Registration.



This action automatically:

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

6. Click the **Create** button. The first section you need to complete displays.
7. The IMS portal will guide you through the completion of the required fields. We recommend that you familiarise yourself with the portal well before the deadline. When complete, click the **Save & next section** button to move to the next section.

Home | Project List

You are here: Project List > (MBIE) REG-XXXX-ENDSI-XXXX

**Proposal**

**Manage and submit**

- [Manage and submit](#)

**Proposal overview**

- [Proposal information](#)
- [Proposal summary & eligibility](#)

**Funding proposal**

- [Executive summary](#)
- [Vision Mātauranga](#)
- [Excellence](#)
- [Impact](#)

**Project plan**

- [Work programme/Impact Statements](#)
- [Research plan, methods & specialist resources](#)
- [Funding requested](#)
- [Project budget](#)
- [Project team](#)

**Key relationships**

- [End users](#)
- [International collaborations/partnerships](#)
- [Co-funding](#)
- [Subcontracting](#)

**Supporting information**

- [Public statement](#)
- [Intellectual property management](#)
- [Special ethical and regulatory requirements](#)
- [Glossary](#)
- [References/citations](#)
- [Conflicts of interest](#)

**Classifications**

- [Industry sector](#)
- [Profiling data](#)
- [ANZSRC](#)

**Project status:** In progress

---

**Proposal information**

**Investment area:** 2019 Endeavour Fund - Research Programmes

**Contracting organisation:**

---

**NZBN:**

**Company/Trust registration number:**

<b>Year 1 funding requested:</b>	\$0.00	\$0.00	\$0.00
	GST excl. amount	GST amount	Total amount
<b>Total funding requested:</b>	\$0.00	\$0.00	\$0.00
	GST excl. amount	GST amount	Total amount

**Title:** \*

**Investment mechanism:** \*

**Number of years' funding requested:** \*

**Fund objective:** \*  
 Select the objective that most aligns to your proposal.  
 Which of the three fund objectives best describes the **primary** focus of your proposed research?  
 Economic  
 Environmental  
 Social

Select the Investment Signal/s that most closely align to your proposal.

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

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

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

Mandatory fields are marked with an asterisk \*.

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

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

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

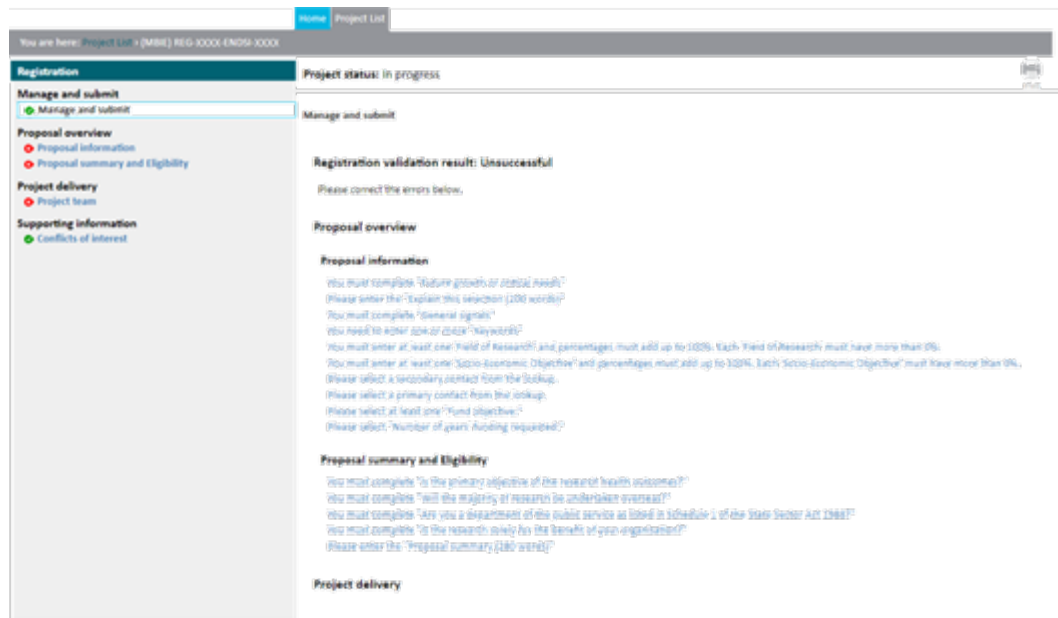
THE SYMBOL...	INDICATES THE SECTION...
	has not started.
	is in progress.
	contains invalid or incomplete fields.
	Is complete and valid.


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


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


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

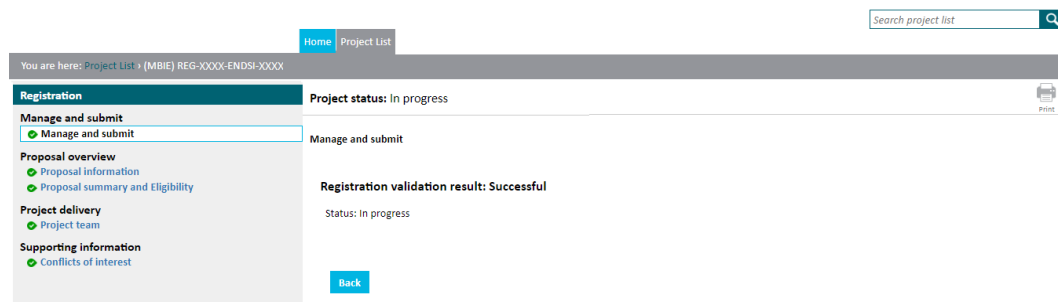
8. When all sections are complete, scroll to the top of navigation panel and click the **Manage and submit** link.
9. Click the **Check my application before submission** button to run a validation check. This will verify the completeness of your application and will detect any missing content.



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

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

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



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

14. Read and accept the declaration.

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

## Administering Applications

### Checking the Progress of your Application

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

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

#### CHECKING THE STATUS OF YOUR APPLICATION

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

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

#### CHECKING WHEN YOUR APPLICATION IS DUE

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

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

### Withdrawing an Application

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

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

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

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

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


# 34

## IMS Portal Tips


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

### Searching and Filtering

■ **To find an application:**

- › Use **Search** field (located top right).
- › Scroll through the list using the controls  at the bottom left of the screen.
- › Use the **Advanced Search** link (located directly under the **Search** field) to enter a more detailed search criterion.

■ **To apply a filter:**


1. Click the  icon next to column header.
2. Select one or more categories of interest.
3. Click the **Apply Filter** button.

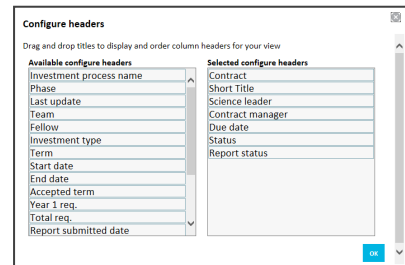
To reset all filters, click the **Reset Filter** button on the **Project List** tab.

### Working with Columns

- **To sort a column**, click the **column header** once to apply an ascending to sort and/or twice for descending.

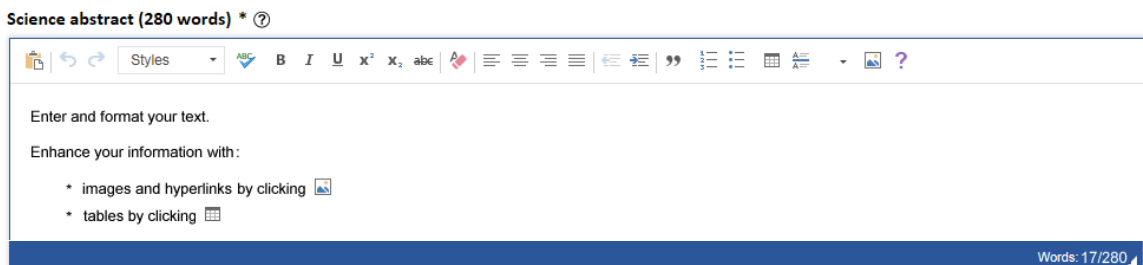
■ **To change the columns that display on the Project List tab:**

1. Click the **Advanced Search** link (located top right of the **Home** screen).
2. Click the **Configure headers**  icon.
3. Drag and drop the columns you want to view from the left hand panel into the right.  
To remove a column, simply reverse the action.
4. Reorder as required by selecting them and dragging them up or down the list.
5. Click **OK** and then click the **Save as Default** button.



To reset the customisation, click the **Advanced Search** link and then click the **Reset** button.

### Formatting Text, and Adding Images and Hyperlinks



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

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

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

ANZSRC codes are categorised under two research classifications; **Field of Research** and **Socio-Economic Objectives**. Under each classification, **no more than two** ANZSRC codes must be specified at Registration. These codes will apply to your Concept (if applicable) and must be re-entered when submitting your Full proposal.

When submitting a Concept, the ANZSRC codes will be automatically copied from your Registration. The codes will need to be manually entered however when you complete your Full proposal.

■ **To enter an ANZSRC code:**

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

**Research classifications \***

Select up to two Field of Research ANZSRC codes. The total needs to be 100%.

Select up to two Socio-Economic Objective ANZSRC codes. The total needs to be 100%.

Field of Research
Socio-Economic Objective

Division  
-- Choose Division --

Group  
-- Choose Group --

Field  
-- Choose Field --

Percentage  
0

[Add code](#)

**ANZSRC Field of Research**

You have no Field of Research codes saved.

Code	%	
010202 Biological Mathematics	100	<a href="#" style="background-color: #007bff; color: white; padding: 2px 5px; text-decoration: none;">Update</a> <a href="#" style="background-color: #007bff; color: white; padding: 2px 5px; text-decoration: none;">Remove</a>
010104 Combinatorics and Discrete Mathematics (excl. Physical Combinatorics)	50	<a href="#" style="background-color: #007bff; color: white; padding: 2px 5px; text-decoration: none;">Update</a> <a href="#" style="background-color: #007bff; color: white; padding: 2px 5px; text-decoration: none;">Remove</a>
	150	

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

## Updating your Details

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

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

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

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

# 36

## Managing IMS Portal Access

If you are a Super User, you can set up and maintain access to the portal for the users in your organisation as necessary. If you require a user to be deactivated, email [imssupport@mbie.govt.nz](mailto:imssupport@mbie.govt.nz).

■ **To grant access to the IMS portal:**

New users are automatically granted regular **User** permissions. If they require **Super User** permissions, email [imssupport@mbie.govt.nz](mailto:imssupport@mbie.govt.nz). Note that this request must be endorsed by a Super User.

1. On the **Home** screen > **Home** tab, click **Manage Users**.
2. Click the **Add new** button.
3. Enter the details for the user and click the **Create** button.

An automatic email is sent to the user with a temporary password and link enabling them to change this.


4. Grant the user access to the necessary applications. For each application:
  1. On the **Home** screen > **Project List** tab, open the application and click the **Manage users for this application** button.
  2. Click the **Add** button.
  3. Search for and locate the new user you want to grant access. Select them and click the adjacent **Use** button.

Title	First name	Last name	
Dr	Paul	Dodds	Use
Ms	Sally	Cardner	Use

5. By default they will have **Edit** access. If required, click the adjacent **Change to Edit** button to restrict this to **View only** rights.



## Maintaining your Organisation’s Contact Details

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

■ **To locate:**

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

■ **To add:**

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

---

The phone number and email address is mandatory.

---

■ **To modify:**

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

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

**Person lookup** ✕

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

Person:

Organisation:

Search Reset

Add

**1 person found.**

Lastname	Firstname	Organisation	
Mr	Bloggs	Joe	Bloggs Research Lir <span style="background-color: #0070c0; color: white; padding: 2px 5px;">Use</span> <span style="background-color: #0070c0; color: white; padding: 2px 5px;">Delete</span> <span style="background-color: #0070c0; color: white; padding: 2px 5px;">Edit</span>

<< first < prev next > last >>

Cancel

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

You must submit your Endeavour Fund applications on or before the dates detailed below or as notified through MBIE's Endeavour Fund [Alert](#) e-newsletter.

SUBMIT		ON OR BEFORE 12 NOON ON WEDNESDAY
Smart Ideas	Registration	7 Nov 2018
	Concept	28 Nov 2018
	Full proposal	29 May 2019
Research Programmes	Registration	12 Dec 2018
	Full proposal	6 Mar 2019

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

## 1. General

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

## 2. Investigations and reliance on information

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

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

## 3. Reliance by applicants

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

## 4. Reliance by MBIE

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

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

## 5. Inducements

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

## 6. Ownership and intellectual property

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

## 7. Confidentiality

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

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

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

## 8. The proposal process

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

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

## 9. No contractual obligations created

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

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

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

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

## 10. No process contract

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

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

## 11. Exclusion of liability

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

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

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

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

## 12. Costs and expenses

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

## 13. Governing law and jurisdiction

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

## 14. Public statements

14.1 MBIE may make public the following information:

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

14.2 MBIE asks that you don't release any media statement or other information relating to the process outlined in this Call for Proposals, or the submission or approval of any proposal to any public medium without providing sufficient advance Notice to MBIE.

## Appendix 2: Strengthening your approach to Vision Mātauranga

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

Through the [Vision Mātauranga policy](#), we encourage appropriate and distinctive research arising from the interface between Māori knowledge and science, to deliver effective and innovative products, services and outcomes for Māori and all New Zealand.

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

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

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

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

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

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

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

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

# Appendix 3: Profiling Data

When submitting a Full proposal for either Smart Ideas or Research Programmes in the IMS portal, you will be required indicate (as a percentage) how relevant the proposed research is to industry and profile sectors. To help prepare, these sectors are listed on the following pages.

## Industry Sectors

For each impact statement, indicate the percentage of the proposed research relevant to the industry sectors.

The total for each impact statement across all industry sectors must equal 100%. If your proposed research is environmental or social research, choose **Not Relevant**.

INDUSTRY SECTOR	RELEVANT PROPORTION
Animal Production/Agri Technology:	0.0%
Animal/Meat Processing & Products:	0.0%
Dairy Processing & Products:	0.0%
Seafood Production & Harvesting:	0.0%
Seafood Processing & Products:	0.0%
Other Food & Beverage Products:	0.0%
Forestry & Wood Harvesting:	0.0%
Wood Processing & Products:	0.0%
Plant Production & Harvesting:	0.0%
Organics Production & Products:	0.0%
Consumer Products (Non-Food):	0.0%
Industrial Products:	0.0%
Engineering Products & Services:	0.0%
Marine Engineering Products & Services:	0.0%
Transport:	0.0%
Building & Construction:	0.0%
Mining & Exploration:	0.0%
Energy:	0.0%
Service Industries:	0.0%
Biotechnology:	0.0%
Environmental Services:	0.0%
Creative Services:	0.0%
Educational Services:	0.0%
Tourism:	0.0%
Information & Communication Technologies:	0.0%
Medical/Health Technologies & Services:	0.0%
Not Elsewhere Classified:	0.0%
Plant-Based Processing & Products:	0.0%
Not Relevant:	0.0%

## Profile Sectors

Select the Profile sector(s) relevant to your research project and ensure that for each sector you select, the category percentages total 100%.

Note that the Research Type profile sector is mandatory.

PROFILE SECTOR	CATEGORY	DESCRIPTION	RELEVANT PROPORTION
Antarctic and southern oceans	Outcome focussed on Antarctic environment	research undertaken in Antarctica that addresses outcomes specific to Antarctica, including research to benefit and expand understanding of Antarctica.	0.00%
	Outcome focussed on environments within the southern oceans	research undertaken in Antarctica, its periphery or the southern oceans that addresses outcomes specific to the southern oceans.	0.00%
	Outcome focussed beyond Antarctic and the southern oceans environment	research is being undertaken in Antarctica or the southern oceans, but the primary outcome is focused beyond Antarctica and southern ocean environments. The outcomes being sought may be specific to the New Zealand mainland, or to environmental processes and change in the south-west Pacific, or to global- or planetary-scale outcomes	0.00%
	Not relevant to Antarctic / southern oceans research		0.00%
Biodiversity	Research that contributes directly to biodiversity is categorised on broad ecosystem type. Consider where the impact and outcomes of the research will lie ultimately. The ecosystem types relating to biodiversity outcomes are		
	Terrestrial	research where the focus is on-land ecosystems, i.e., non-marine, non-freshwater and non-estuarine. The terrestrial biodiversity may relate to “natural” systems and modified ones (for example, biodiversity in productive landscapes and in urban or settled areas). Atmospheric, climate, weather or air quality impacts on biodiversity of terrestrial organisms would fit here.	0.00%
	Freshwater	this covers biodiversity research focusing on riparian habitats, lake, river, streams and wetland systems, including groundwater biodiversity.	0.00%
	Estuarine	this category covers research on biodiversity and biodiversity management within estuaries (covering brackish water and transitional fresh/saline aquatic environments and their margins).	0.00%
	Coastal	this category should include biodiversity research on coastal aquatic systems. It includes beaches, near-shore, the marine littoral zone, reefs and near-shore aquatic environments where biodiversity outcomes are the direct focus of the research. (Do not include natural physical hazards research here unless the research focus is on biodiversity).	0.00%
	Offshore marine	this category should include research on offshore marine environments, open-ocean, seafloor, seamounts and sea ice, where biodiversity outcomes are the direct focus of the research.	0.00%
Biosecurity outcome	Animal	research relating to animal pests and diseases, animal incursions and animal-derived products.	0.00%
	Biosecurity tools	devices, systems and technologies for the prediction, detection and elimination of unwanted organisms.	0.00%
	Environmental biosecurity	biosecurity research relating to the protection of natural ecosystems.	0.00%
	Food safety	biosecurity research relating to food safety issues.	0.00%
	Marine	biosecurity research relating to aquatic pests and diseases, aquatic organism incursions and aquatic-derived products.	0.00%
	Plant	biosecurity research relating to plant pests and diseases, plant incursions and plant-derived products.	0.00%
	Not relevant to biosecurity		0.00%
Biosecurity type	Border and incursion-related biosecurity	covers research that focuses on border-related biosecurity (including pre-border, quarantine and risk assessment work on potential new pest species) and incursion management. This category would include research on marine invading organisms, even if they were naturally occurring in some New Zealand waters.	0.00%
	Management of existing pests	research to enhance management of existing pests, including research on control technologies, pest ecology, pest impacts, acceptability of control methods, biocontrol options and risk assessment. The benefits may be for conservation and/or productive goals. Biocontrol research of existing pests should fit here, though some of it may contribute to risk determination, which becomes a pre-border biosecurity issue. (The spread of an existing weed pest to a new part of the country, for example, might be a mixture of the two themes. Please make a sensible attribution based on the outcomes sought from the research).	0.00%

PROFILE	SECTOR	CATEGORY	DESCRIPTION	RELEVANT PROPORTION
Biotechnology		Animal-based biotechnologies	includes animal genomics and IP, animal health and nutrition, reproductive technologies and cloning, animal improvement, biopharming (transgenics), and animal products.	0.00%
		Biomedical science and drug discovery	includes medical solutions and treatments for example; oncology/cancer, diabetes and CVD, neurological diseases, Immunological diseases, infectious diseases, osteoporosis and bone health, clinical trials, medical diagnostics and devices, biomedical imaging and bioengineering.	0.00%
		Bioprocessing technologies and biomanufacturing	includes biomanufacturing, new materials, bioenergy, process monitoring and extremophiles/enzymes.	0.00%
		Environmental technologies	includes bioremediation, mitigation technologies, biosecurity and pest control technologies and environmental indicators.	0.00%
		Innovative foods and human nutrition	includes food materials and ingredients, food production technologies, functional foods and nutraceuticals, food safety, diagnostics and biosensors and food processing /preservation technologies.	0.00%
		Marine biotechnology	includes aquaculture and marine-sourced bioactives.	0.00%
		Plant-based biotechnologies	includes plant genomics and IP, plant improvement, plant health and protection, plant signalling, biopharming and plant biomaterials.	0.00%
		Not relevant to biotechnology		0.00%
Climate		Fundamental knowledge generation	provide a knowledge base on earth system variability, change and processes as a baseline for distinguishing between natural and human-induced change and variability, to anticipate and manage future change and to meet New Zealand's international obligations.	0.00%
		Modelling impacts of intervention and prediction	improve the capacity to make predictions, forecasts and scenarios of future changes and variability in earth systems, and to assess the range of possible effects on New Zealand's economy, environment and people, as a basis for developing mitigation and adaptation strategies	0.00%
		Mitigation, adaptive responses and interventions	stimulate and guide identification, development and implementation of mitigation and adaptation response strategies by sectors within the New Zealand economy, including government policy and operational agencies.	0.00%
		Influence of human behaviour and socio-economic Impacts	integrating the human dimension into models of global processes and change and ensuring human behaviour is a significant consideration in developing mitigation and adaptation strategies.	0.00%
		Not relevant to climate research		0.00%
Economic horizons		The economic horizons capture the intended target of the research in terms of economic outcomes and should not be interpreted as a science horizons profile. They should relate to the New Zealand situation and the generation of offshore revenues into New Zealand.		
		H0 (sustaining value)	research targeted on sustaining the economic model or system (for example, a productive farming unit or sector) in terms of its environmental and social impacts. This will not result in new revenues perse.	0.00%
		H1 (value recovery)	this is research that is primarily about extending and defending the current New Zealand business models, often business-as-usual work. It would also encompass the proposal of new technologies to significantly improve the competitiveness of existing New Zealand sectors, for example, through efficiency gains, enhanced quality or product safety issues. H1 is about supporting those New Zealand businesses that are generating revenues and profits today.	0.00%
		H2 (value added)	this is research that is about building emerging businesses, adding value to New Zealand export products and services and stretching the boundaries but it is still largely operating within existing paradigms. H2 is often about building new capabilities and encouraging entrepreneurial behaviour.	0.00%
		H3 (value creation)	this is research that seeks to create completely new options for future economic growth for New Zealand, often transformational in nature leading to new platforms of knowledge or embryonic business opportunities beyond current paradigms.	0.00%
		Not relevant to economic horizons	research that is not relevant to economic outcomes (for example, research into hazards or to maintain a database).	
Economic transformation		Directly assists exporters	the research will be primarily implemented through organisations with existing ability to directly earn foreign exchange through the sale of goods and services where some or all of the manufacture, design, and marketing is managed in New Zealand (for example, tourism research used by tourism operators).	0.00%
		Creates new exporters	the research will be primarily implemented through organisations initially via a domestic route (for example, to validate a technology or develop the business) but with the aim of earning foreign exchange through the sale of goods and services where some or all of the manufacture, design and marketing is managed in New Zealand.	0.00%

PROFILE	SECTOR	CATEGORY	DESCRIPTION	RELEVANT PROPORTION
		Indirectly assists exporters	the research will be primarily implemented through organisations with or that support, existing domestic business that then improve the ability of exporters to improve foreign exchange (for example, a component manufacturer that supplies engineering products and services to an existing export industry in New Zealand).	0.00%
		Licensing and royalty	the research will be primarily implemented through organisations with ability to earn foreign exchange via licensing and royalties or consultancy with no further control in New Zealand over the manufacture, design, and marketing (for example, a patent for a new material is licensed overseas).	0.00%
		Domestic	the business opportunity is pursued solely in New Zealand with little or no import substitution.	0.00%
		Not relevant to economic transformation		0.00%
Energy		Distribution	efficiency and integration of distribution systems including power and transport fuels.	0.00%
		New materials	materials and products that lead to new energy services and/or lead to the production and/or storage of energy.	0.00%
		Fossil fuels	fuels derived from fossil carbon sources.	0.00%
		Carbon capture and storage	products, processes and indigenous opportunities to mitigate the effects of releasing carbon containing products (for example, waste gases) that affect climate change.	0.00%
		Geothermal	processes, products and resources related to geothermal energy production.	0.00%
		Hydro	products, processes and resources related to the production of hydroelectricity.	0.00%
		Hydrogen	products, processes and resources related to the production of power from hydrogen.	0.00%
		Solar	products, processes and resources related to the production of power from solar energy.	0.00%
		Wave	products, processes and resources related to the production of power from the marine environment including wave and current energy sources.	0.00%
		Wind	products, processes and resources related to the production of power from wind.	0.00%
		Biomass	products, processes and resources related to the production of power from biomass.	0.00%
		Efficiency and conservation	products, processes and resources related to the conservation and increased efficiency of the use of energy.	0.00%
		Not relevant to energy		0.00%
	Environment or ecosystem type	This profile is to document the environment or ecosystem type that will benefit from the research. In most cases this will also be the area under investigation.		
		Terrestrial	covers research on biodiversity, biosecurity and environmental protection involving terrestrial land-based (as opposed to aquatic-based) environments, ecosystems and their components.	0.00%
		Freshwater (surface and groundwater)	includes all onshore aquatic-based environments, ecosystems and their components, except estuarine systems.	0.00%
		Estuarine	research that seeks to benefit estuarine ecosystems, environments and their components. This category includes research on biotic and abiotic components and systems within estuaries. It includes brackish water and transitional fresh/saline aquatic environments and their margins.	0.00%
		Coastal	this category covers research on coastal aquatic systems. It includes beaches, near-shore, the marine littoral zone, reefs, near-shore aquatic environments. Coastal hazard research should not be listed here, unless the response and functioning of the ecosystems are the focus of the research.	0.00%
		Offshore marine	includes all onshore aquatic-based environments, ecosystems and their components. Includes research relating to sea ice where the purpose is to understand the marine environment.	0.00%
		Atmosphere	includes all atmospheric processes.	0.00%
		Not relevant to environment or ecosystem type		0.00%
Food theme		Diagnostics	aims to develop advanced analytical, sensing and measurement technologies that can be utilised within the food processing/production sector.	0.00%
		Diet and health	aims to develop nutritious foods that can assist in health management, disease prevention or performance enhancement.	0.00%
		Materials and ingredients	aims to increase understanding of the raw materials components of food, the interaction of raw materials, and how these influence the functional properties of food products.	0.00%



PROFILE	SECTOR	CATEGORY	DESCRIPTION	RELEVANT PROPORTION
		Processing technologies	aims to develop smart and efficient processing technologies and design techniques that match the sophistication of the innovative high-specification products to be generated. In addition, these new technologies will themselves lead to new products and presentations for innovative foods.	0.00%
		Production technologies	aims to develop production technologies and systems that support the innovation needed for innovative foods. This includes technologies for conventional, organic, and GM-based systems.	0.00%
		Not relevant to food themes		0.00%
Food type		Whole	includes foods that are largely unprocessed, such as fruit and vegetables and fresh seafood.	0.00%
		Processed – finished	processed and packaged foods	0.00%
		Processed – ingredients	raw materials or partially processed. Not targeting the final consumer.	0.00%
		Beverages	includes hot and cold beverages, juices, milks, bottled water, alcoholic, and energy drinks.	0.00%
		Supplements	substances not regarded as “food” that are taken to promote dietary health	0.00%
		Not relevant to food type		0.00%
General environmental		Fundamental knowledge generation	inventory of biodiversity and the biophysical environment, and fundamental knowledge of ecosystem processes, dynamics and functioning.	0.00%
		Research to understand and reduce threats and impact	research to understand, model and predict threats to, and impacts upon, ecosystems and environments.	0.00%
		Research on future management options and responses	development of technologies, tools and adaptive management strategies for managing, restoring and rehabilitating ecosystems and environments.	0.00%
		Influence of human behaviour, institutional arrangements, and socio-economic impacts	integrating the human dimension into environmental research.	0.00%
		Not relevant to environmental outcomes	some sustainable cities and settlements research may fall into this category - where it relates to improving the quality of the human environment but is more specifically contributing to another outcome (for example, transport safety and social well-being).	0.00%
Genetic modification (GM)		GM products	research targeted at producing GM products or solutions.	0.00%
		Using genetically-modified organisms (GMOs)	research that is more reliant on GMOs for ‘proof of concept’ studies or to develop non-GM products. Research may be to further extend scientific understanding of biological systems through the use of GM products, and/or study the feasibility of developing a particular target or product. These may be non-GMO products (for example, use of genes with a known function as a marker for conventional breeding) or GM-derived products.	0.00%
		Using gene technologies	research using gene technologies as routine science or laboratory tools to build scientific knowledge and understanding.	0.00%
		Impacts of GMOs (risk assessment)	research to help to understand the risks of and mitigate possible effects associated with GMOs. (These may include environmental, ethical, or socioeconomic risks and impacts).	0.00%
		Not using gene technologies	research does not use gene technologies in any way.	0.00%
Hazard type		Climate change	investigation of natural hazard processes attributed to or amplified by climate change, including drought and sea-level rise.	0.00%
		Coastal	including tsunamis, storm surge and coastal erosion, but excluding sea level rise attributable to climate change	0.00%
		Geological hazards	geological hazards including earthquake, landslides and erosion	0.00%
		Weather related	includes flooding, wind, storm, high intensity rain events, but excluding drought.	0.00%
		Other	hazards not covered elsewhere.	0.00%
		Not relevant to hazard type		0.00%
Information and communication technology (ICT)		The growth and innovation framework has identified ICT as an enabling technology. This profile aims to understand the creation and use of ICT across a number of research activities and should be filled out for all output classes.		
		IT products and services	research targeted at the development of IT products and services.	0.00%
		Electronic communications products and services	research targeted at the development of communications products and services.	0.00%
		Using ICT	research where ICT is being used as an enabler to outcomes in other sectors. Note the use of PCs for email, word processing and other routine or day-to-day operations should not be recorded here. The intention here is to capture new uses of ICT that either enables the research to be undertaken or implemented. For example, use of broadband for collaborative data sharing that enabled research to take place or the use of IT to improve decision-making processes in management research resulting in improved practice.	0.00%

PROFILE	SECTOR	CATEGORY	DESCRIPTION	RELEVANT PROPORTION
		Impacts of ICT	research targeted at understanding the implications (socio-economic, ethical, cultural or environmental) of the introduction of ICT technology.	0.00%
		Not relevant to ICT		0.00%
Manufacturing		Manufactured products	tangible products produced by manufacturing processes.	0.00%
		Manufacturing processes	processes used to produce products through a manufacturing entity.	0.00%
		Manufacturing services	development of information that can be exploited outside of core manufacturing processes.	0.00%
		Sustainable production	maintaining international competitiveness in a sustainable manner.	0.00%
		Not relevant to manufacturing		0.00%
Medical and veterinary		Animal health	products, processes and systems that relate to animal health.	0.00%
		Health devices	technologies and products that relate to human and animal health	0.00%
		Health services	services, including modelling, information-based systems related to health.	0.00%
		Over the counter (OTC)	treatment-based products that can be obtained over the counter.	0.00%
		Pharmaceuticals	treatment-based products requiring professional medical involvement to be obtained or administered.	0.00%
		Not relevant to medical and veterinary		0.00%
New materials		Biomaterials	biologically-based materials, products and services.	0.00%
		High temperature superconductors	superconducting materials that in general operate at liquid nitrogen temperatures (77K).	0.00%
		Nanomaterials	materials with dimensions of roughly 1 to 100 nanometres, where unique phenomena enable novel proposals.	0.00%
		Other materials	composites, polymers and other materials not associated with nanomaterials.	0.00%
		Not relevant to new materials		0.00%
Oceans		Biodiversity	tools, models, descriptions of biota, ecological function and impacts on marine ecosystems of activities.	0.00%
		Biological resources	exploitable biological resources from natural ocean-based sources.	0.00%
		Marine biosecurity	description of foreign biota and tools, models, techniques for identifying, managing and/or eradicating harmful foreign marine organisms.	0.00%
		Minerals	includes all minerals, including oil and gas sourced from marine environments.	0.00%
		Resource assessment	models, tools, techniques for describing and assessing impact of activities and/or stock assessment techniques.	0.00%
		Not relevant to oceans		0.00%
Organics		Organics	research into farm systems employing a holistic production management system which promotes and enhances agro-ecosystem health, including biodiversity, biological cycles, and soil biological activity and accomplished by using, where possible, agronomic, biological, and mechanical methods, as opposed to using synthetic materials, to fulfil any specific function within the system.	0.00%
		Integrated pest management	research into farms systems employing integration of product proposal with other methods of protection and a set an ideal of replacing the use of chemical products by other means.	0.00%
		Not relevant to organics research.		0.00%
Possum and TB control		TB management	research to develop knowledge on tuberculosis infection, immunology and vaccines to enable Tb to be eradicated.	0.00%
		Conservation	research on the impacts of possums on flora and fauna.	0.00%
		Improve current control methods	research to develop knowledge and technology for improving the cost-effectiveness, safety and humaneness of traps and toxins used for possum control.	0.00%
		Biocontrol research	research to develop knowledge to establish new technologies that will reduce survival and fertility of possums.	0.00%
		Not relevant to possum and TB control		0.00%
Primary sector		Arable	relates to the arable sector.	0.00%
		Cross sectoral	relevant to all land-based primary sectors.	0.00%
		Fruit	relates to fruit sector.	0.00%

PROFILE	SECTOR	CATEGORY	DESCRIPTION	RELEVANT PROPORTION
		<b>Other animal</b>	relates to non-pastoral animal sectors.	0.00%
		<b>Pastoral</b>	relates to pastoral animal sectors.	0.00%
		<b>Seafood</b>	relates to seafood and aquaculture sectors.	0.00%
		<b>Vegetable</b>	relates to vegetable sectors.	0.00%
		<b>Wood</b>	relates to forestry and wood sectors.	0.00%
		<b>Other</b>	relates to a primary sector not elsewhere identified.	0.00%
		<b>Not relevant to primary sector</b>		0.00%
<b>Relevance to Māori</b>	<p>Please note the terminology for profiling does not necessarily align with the request for proposals. Estimates must be in proportion to the level of direct Māori involvement in the programme and the relative benefit that will potentially accrue to Māori end-users from the successful completion of the research.</p> <p>Estimates for the research specifically relevant to Māori category must demonstrate some level of Māori end user involvement to date or planned. These estimates may, for example, reflect the level of Māori involvement in the sector (for example, 7.5 per cent of the agriculture sector) with an additional percentage amount to reflect the level of additional effort to engage the Māori stakeholders relative to the value of the programme.</p> <p>Estimates for Māori human capital development initiatives should be for the cost of the specific initiatives within the contract including support cost (not the total value of research component the Māori researcher is involved in).</p> <p>Please estimate the character and extent of Māori-specific work in the research as the proportion of the overall research proposal (percentage) based on the descriptors above. The percentage figures should add to 100 per cent.</p>			
		<b>Research not involving and not specifically relevant to Māori</b>	research where results have no specific impact on Māori beyond a general benefit to New Zealand and Māori participation has not been sought.	0.00%
		<b>Research specifically relevant to Māori</b>	research where the results may contribute to unlocking the potential of Māori resources or people and some Māori participation may contribute to maximising the benefit for New Zealand. This may for example include planned technology transfer targeted to Māori end users or relevant agencies where that may enhance the growth potential of Māori resources or people.	0.00%
		<b>Research involving Māori</b>	research where the results will specifically contribute to unlocking the potential of Māori resources, people or knowledge. There is a substantive level of Māori end user involvement from idea inception to outcome delivery or a credible pathway planned to specifically unlock the potential of Māori knowledge, resources or people.	0.00%
		<b>Māori – centred research</b>	research where the results will specifically contribute to unlocking the potential of Māori knowledge, people and resources or the research addresses an issue distinct to Māori knowledge, people or resources. There is a substantive level of Māori end user involvement from idea inception to outcome delivery or a credible pathway planned to specifically unlock the potential of Māori knowledge, people or resources.	0.00%
		<b>Kaupapa Māori research</b>	research where the results will specifically contribute to unlocking the potential of Māori knowledge, people and resources. The research addresses a distinct issue to Māori knowledge, people or resources. A Māori world view may help shape the analytical framework or Māori research methodologies are used. There is a substantive level of Māori end user involvement from idea inception to outcome delivery or a clear pathway planned to specifically unlock the potential of Māori knowledge, people and resources.	0.00%
<b>Research type</b>		<b>Basic untargeted</b>	experimental or theoretical research to acquire new knowledge, but with no particular proposal in mind.	0.00%
		<b>Basic targeted</b>	experimental or theoretical research to acquire new knowledge, in response to, or focused on a strategic need.	0.00%
		<b>Applied</b>	original investigation to acquire new knowledge directed towards a specific practical aim and developed into operational form.	0.00%
		<b>Experimental development</b>	research drawing on existing knowledge directed to producing new materials, products and devices, installing new processes, systems and service or improving substantially on those already produced or installed (this is not methodological development).	0.00%
		<b>Product development</b>	technical development of products, processes and services (including prototype development) for commercialisation.	0.00%
<b>Services</b>		<b>Creative industries</b>	technologies used in the support of creative/artistic processes, (for example, computer graphics, rendering, motion capture, game development, etc.). Excludes content development.	0.00%
		<b>Design</b>	the process of undertaking a complex, collaborative and integrated approach to producing the very best products and services with a meaningful point of difference.	0.00%
		<b>Professional services</b>	services offered in a generally consulting capacity in the fields of engineering, finance, education, business, etc.	0.00%
		<b>Not relevant to services</b>		0.00%

PROFILE	SECTOR	CATEGORY	DESCRIPTION	RELEVANT PROPORTION
Social themes		The changing nature of work	participation in fair, safe and rewarding paid work is fundamental to an individual's psychological and material well-being. Participation in unpaid work can also contribute to personal well-being. In the past 25 years patterns of paid and unpaid work participation have changed markedly. These changes have included the way in which work is spaced over the life cycle, the emergence of multiple career patterns, more complicated interactions between parental and occupational roles, diverse patterns of family and child-care arrangements, and increasing variation in when (age) and how people withdraw from work. New technologies and changing workplace contexts for the future also signal a wider range of workplace arrangements and lifestyle choices in relation to paid and unpaid work.	0.00%
		Developing human capabilities	knowledge and skills – developing human capabilities refers to a wide range of activities that can enhance a person's abilities and productivity including the acquisition of knowledge and skills. Acquisition of knowledge and skills refers to the ability to learn through both formal and informal methods (such as reading, self-directed study, institutional-based studies, leisure studies, and general life experiences). It is important that people all acquire basic skill levels in areas such as literacy and numeracy. Knowledge and skills affect people's opportunities to participate in society in a range of ways including everyday activities, cultural participation and employment. The educational achievement needed before entering the workforce has increased over time. In addition, as New Zealand focuses on increasingly becoming a knowledge-based society, there will be increasing emphasis on the ability to use new knowledge in creative and innovative ways to improve the well-being of the nation.	0.00%
		Disparities between groups	how to change the picture – much has been or is being done to describe inequality and disparity between groups within the population regarding factors or outcomes such as income levels, health status, educational achievement and living standards. Key sub-groups in the population for whom disadvantage has been shown include Māori, Pacific peoples and women. What is now needed is to gain a better understanding of the linkages across these disparities, and a dynamic understanding of why these disparities exist and how they could be ameliorated through government influenced intervention	0.00%
		Enhancing positive social outcomes	developmental risk and protective factors – a person, family or whānau's life history will have an impact on the choices they make and their social outcomes for the future. It is important to gain a better understanding of the cumulative effects of factors and when trajectories become embedded, information on markers that point to negative outcomes, and when may be the best points to intervene. Major life transitions such as starting school; leaving home; first employment; commitment to or ending of long term relationships, first child, last child leaving home, and retirement are stressful events that may result in maladaptive responses. Emerging trends show the progression through these life stages is likely to occur at an older age for many of the population	0.00%
		Measuring and understanding social well-being	the central focus of social policy is to enhance social well-being for all New Zealanders. Social well-being is dependent upon and encompasses a range of domains including physical and mental health, safety and security, social connectedness, economic or material standards of living, knowledge and skills, work, human rights, culture and identity and the physical environment. An understanding of the inter-relationships between social (non-market) and economic (market) factors is important for gaining a practical understanding of how government can achieve well-being for all New Zealanders.	0.00%
		Social connectedness	social connectedness refers to the constructive relationships that people have within families/whānau, iwi, schools, neighbourhoods, workplaces, communities and other social groupings or institutions. Social networks, institutions, policies, norms and relationships enable people to act and work together, and build partnerships. Different types of networks at the local, regional and organisational level can be important in contributing to positive social and economic outcomes. Positive networks and relationships can operate as protective factors when risks arise that could lead to negative social outcomes. The constructive relationships that children and young adults have within their families (parents and siblings), in school (peers and teachers) or with others are also key factors in relation to positive outcomes in later life.	0.00%
		Social and cultural identities	identity is about commonality and variation in social norms, values and common beliefs within and between groups. It is likely that diversity within New Zealand will continue to increase over time. It is important that we continue to develop our understanding of traditions and cultures and their impact within a multi-ethnic and diverse society operating within a bicultural constitutional and structural (treaty) framework.	0.00%
		Not relevant to social themes		0.00%
		Waste	Air	discharges into air and air shed contamination.

PROFILE	SECTOR	CATEGORY	DESCRIPTION	RELEVANT PROPORTION
		<b>Hazardous</b>	chemical and toxic waste that may have harmful impacts on biological systems.	0.00%
		<b>Solid</b>	not hazardous solid waste requiring treatment and/or disposal	0.00%
		<b>Water</b>	liquid waste requiring treatment and/or disposal, excluding liquid hazardous waste.	0.00%
		<b>Not relevant to waste</b>		0.00%
<b>Water</b>		<b>Water allocation</b>	includes ground and surface freshwater resource allocation.	0.00%
		<b>Water conservation</b>	research relating to conservation of water.	0.00%
		<b>Water treatment</b>	production and treatment systems for production of water for human consumption, re-use or recycling and/or release into the environment without causing environmental damage.	0.00%
		<b>Water waste treatment</b>	production and treatment systems for treatment of waste water.	0.00%
		<b>Not relevant to water</b>		0.00%
<b>4Rs Hazards</b>		<b>Readiness</b>	developing operational systems and capabilities before a civil defence emergency happens, including self-help and response programmes for the general public, and specific programmes for emergency services, lifeline utilities, and other agencies.	0.00%
		<b>Recovery</b>	the co-ordinated efforts and processes used to bring about the immediate, medium-term, and long-term holistic regeneration of a community following a civil defence emergency.	0.00%
		<b>Reduction</b>	identifying and analysing long-term risks to human life and property from natural or non-natural hazards; taking steps to eliminate these risks if practicable, and, if not, reducing the magnitude of their impact and the likelihood of their occurring.	0.00%
		<b>Response</b>	actions taken immediately before, during, or directly after a civil defence emergency to save lives and property, and to help communities recover.	0.00%
		<b>Not relevant to 4Rs hazards</b>		0.00%

New Zealand’s science and innovation systems are critical to boosting the number of knowledge-intensive, internationally-connected firms. The Ministry of Business, Innovation & Employment (MBIE) works to lift business expenditure on research and development, improve the benefits to the wider economy from business development assistance, and harness the potential of the digital economy.

MBIE's funding and support programmes aim to build a high-performing science and innovation system that will transform New Zealand into a more diverse, technologically advanced, smart nation.

For more information on how we invest, see our [Science and Innovation webpages](#).





**MINISTRY OF BUSINESS,  
INNOVATION & EMPLOYMENT**  
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