



# Partnerships 2018 Call for Proposals Addendum

Since the Partnership's 2018 Call for Proposals was issued, a number of small changes have been made to the IMS portal that impact how some information in Partnership funding applications is entered.

The IMS portal will guide you through the entry of all information. For your convenience these changes are summarised below.



## When entering a Full proposal ...

The following replaces steps 1-5 on page 24 of the Call for Proposals.

### ■ When you are ready to enter the details of your Full proposal:

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 **2018 Partnership Fund** from the **Investment Process** drop down menu.

4. Select the **Proposal** phase and then click the **Reference** button for the relevant Concept.

This action automatically:

> links the Full proposal to a Concept, and

> populates key fields with information entered during the Concept phase. You can then validate/update this information as required.

It is **important to note** that any changes you make will not alter information already entered at the Concept phase.

5. Click the **Create** button. The first section you need to complete displays.

## When entering team members ...

The following adds to the Personnel information on page 17 of the Call for Proposals.

MBIE is now collecting data on team members in the **Leader, Science Leader, Key Researcher** or **Key Individual** roles which will inform a pathway to equity in the science system.

As part of your funding application process, when entering team members with these roles in the IMS portal, you may need to invite them to register separately to the IMS portal where they can then complete and manage their profile which includes diversity information. See the [Collecting Diversity Information](#) supplement.

## When entering Profiling Data ...

The following amends the Profiling Data information on pages 20, 30 and 31 of the Call for Proposals.

When entering profiling data, select the profile sector/s relevant to your work programme (proposed science) and ensure that for each sector you select, the category percentages total 100%.

This is an amendment to the Call for Proposals which states that this information is captured for each Impact Statement.

Note that the **Research type** profile sector is **mandatory**.

## When entering Key Performance Indicators ...

For 2018 applications, Key Performance Indicators (KPIs) are entered directly into the IMS portal (in previous years these were submitted in a separate document).

On the **Project Details > Key Performance Indicators** section, click the **Area** dropdown, select the performance area (or choose *Other* and specify) and then click the **+** button (located bottom right).

The screenshot shows a dropdown menu for 'Area' with the following options: Capability, Domestic and International Collaboration, Governance and Management, Impact, Project Delivery, Science Quality, Stakeholder engagement, Strategic Intent, Uptake, Vision Mātauranga, and Other. A red arrow points from 'Impact' to the 'IMPACT' form. The form has the following fields: Summary (a large text area), Target (a large text area), Target date (a date field), Comment (a text field), start date (01/07/2019), and end date (30/06/2026). There are 'Save' and 'Cancel' buttons at the bottom right of the form.

Complete with the details of the KPI. In the **Summary** field, enter the measure and whether the level of performance is aspirational or expected. Next enter the first target, the due date for that target and then click **Save**. Click the **+** button (located bottom right) to add other measures and/or targets.