AN OPPORTUNITY TO HOST THE NEW ZEALAND SCIENCE MEDIA CENTRE

2022 CALL FOR PROPOSALS

New Zealand Government

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AN OPPORTUNITY TO HOST THE NEW ZEALAND SCIENCE MEDIA CENTRE

The Ministry of Business, Innovation & Employment (MBIE) invites proposals from New Zealand organisations to host the New Zealand Science Media Centre.

New Zealand's Science Media Centre is a unique part of the research, science and innovation (RSI) and media system in New Zealand. A recent evaluation has demonstrated that the existing programme has proven to be effective, trusted, and globally connected.

MBIE is responsible for implementing the Government's "A Nation of Curious Minds – A National Strategic Plan for Science in Society" (the Plan). Supporting initiatives are funded from Vote Business, Science and Innovation: Science in Society Appropriation, including a Science Media Centre. The New Zealand Science Media Centre will contribute to the outcomes set out in the Plan, by facilitating and strengthening links between the media and the science community.

The New Zealand Science Media Centre must be editorially and operationally independent, responsible for its own strategic direction, operational matters, and its communications and branding activities. The New Zealand Science Media Centre must be a signatory to the network's Science Media Centre Charter and uphold the Charter's principles.

We are now seeking applications from New Zealand organisations to host the New Zealand Science Media Centre and to continue the delivery of this Work Programme for the next five years.

The New Zealand Science Media Centre:

> fulfils a crucial need to provide accurate, evidence based information to the media. It does this through offering a trusted and independent link between scientists and researchers to journalists

> facilitates a wider visibility of Mātauranga Māori and Kaupapa Māori research

> ensures our research and media voices reflect our diverse population.

This Call for Proposals provides you with information on:

> what the opportunity is

> how to apply for the funding

> how your application will be assessed

> what happens if your application is successful

> how to contact us for assistance with the application process.

We are making this Call for Proposals to evaluate:

> the provision of services a Host may have to offer

> what opportunities exist for innovation in delivery models and hosting arrangements

> that the Host's overheads and services are of value and cost effective (cost is not the primary criteria against which proposals will be assessed).

THE OBJECTIVES OF THE NEW ZEALAND SCIENCE MEDIA CENTRE

The Objectives of the New Zealand Science Media Centre are to:

> Work with the media to enhance the quality, depth and breadth of coverage of research related topics, particularly coverage of New Zealand RSI.

> Ensure research, including Mātauranga Māori and Kaupapa Māori research, is able to be accessed by the media through meaningful and usable avenues.

> Enable scientists, researchers and research organisations to work effectively with media by providing resources and training.

> Encourage responsible and evidence-based science news reporting from journalists by providing resources and training.

> Maintain networks and manage relationships between the key components of the science system, including Māori researchers and Māori research organisations, and Māori media.

HOST REQUIREMENTS

We require the Host to:

> Enable the delivery of the New Zealand Science Media Centre Work Programme (the Work Programme).

> Give effect to The Treaty of Waitangi/Te Tiriti o Waitangi (Te Tiriti) through the Work Programme and activities.

> Have priorities and strategies aligned with the objectives of the New Zealand Science Media Centre and to have respect for and uphold public media values and ethics.

> Recognise the value the current Science Media Centre offers and commit to sustaining the Work Programme into the future, with the opportunity for enhancement.

> Have the ability to maintain a trusted Work Programme, recognising that a New Zealand Science Media Centre is dependent on voluntary contributions from scientists and researchers (the requirement for the Host to maintain trust and credibility is critical to be able to draw on independent scientists and researchers input).

> Have the ability to offer business continuity and provide services in a cost effective and reliable manner.

> Continue with the structure of independent advisors which comprise scientists, researchers and media representatives.

> Recognise that the role of the Host is not a commercial business opportunity, but is a prestigious contribution to the research and media systems in New Zealand.

THE NEW ZEALAND SCIENCE MEDIA CENTRE EXPECTED IMPACTS

The New Zealand Science Media Centre is expected to have the following impacts:

> Increased public awareness about the role RSI can play in society.

> An informed public when new RSI issues emerge.

> Improved public access to New Zealand RSI content.

> Increased public visibility of Mātauranga Māori and Kaupapa Māori research.

> Improved information access to diverse communities with inequitable access to RSI reporting.

> Informed public debate on RSI issues.

> Enhanced connections between media and Kaupapa Māori researchers in RSI.

NEW ZEALAND SCIENCE MEDIA CENTRE HOST FUNDING EXPECTATIONS

The New Zealand Science Media Centre Host is expected to:

> Provide an environment that enables the success of the New Zealand Science Media Centre.

> Provide effective and efficient delivery of overhead services.

MBIE welcomes innovation in the delivery model and hosting arrangements. Critically, we expect respondents to maintain the same or similar capacity, capability, and expertise as offered by the existing Science Media Centre staff. MBIE will supply all available intellectual property of the existing Science Media Centre to the successful applicant.

WHAT FUNDING IS AVAILABLE?

MBIE has not prescribed a funding amount or a funding range for this investment.

Applicants need to tell us how much it would cost to host the New Zealand Science Media Centre and deliver the New Zealand Science Media Centre Work Programme they propose to offer. Applicants should note that MBIE currently provides annual funding of approximately $1 million (excluding GST) to the current Host to deliver the New Zealand Science Media Centre Work Programme.

Funding is available for five years. MBIE reserves the right to make a variation to the funding allocated from that proposed.

Payments will be made in equal quarterly amounts over the term of the Funding Agreement. The total amount paid annually will be the same for each of the five years.

HOW THE FUNDING CAN BE USED

WHAT IS FUNDABLE	WHAT IS NOT FUNDABLE

> A single Host organisation with a standalone and independent unit with the sole purpose of delivering the New Zealand Science Media Centre.
 	
 > A single organisation with the sole purpose of delivering the New Zealand Science Media Centre.
 	
 > A single organisation.
 	
 > Applications from Host organisation that demonstrate familiarity with research, science and innovation, and media sectors.
 	
 > Costs associated directly with the Work Programme; this may include:
   > costs of personnel
   > personnel-related costs
   > material and consumables directly related to promoting or delivering the services
   > travel directly related to delivering the services
   > service operational costs
   > subscriptions necessary for service delivery
   > overhead costs.
	> A Host organisation that does not have a standalone and independent unit to deliver the New Zealand Science Media Centre.
	
	 > Multiple organisations.
	
	 > Capital expenditure for any equipment with an asset life beyond the term of the Funding Agreement.
	
	 > Services that do not add unique value over and above the activity already occurring within the research, science and innovation sector.
	
	 > Proposals that anticipate that the New Zealand Science Media Centre staff will write articles or similar for use by the media.
	
	 > Proposals that claim overhead costs for services other than those proposed to be delivered by the New Zealand Science Media Centre.

ELIGIBILITY CRITERIA

For a proposal to be considered for assessment, it must meet the eligibility criteria set out below:

> The proposed activities must be delivered to people in New Zealand.
> The applicant must be a legal entity based in New Zealand.
> The application must provide for the New Zealand Science Media Centre to be editorially and operationally independent and responsible for its own strategic direction, operational matters and its communications and branding activities.
> The applicant must have priorities and strategies aligned with the objectives of the New Zealand Science Media Centre.
> Each legal entity must submit only one application.
> New Zealand Government departments (as defined in Schedule 2 of the Public Service Act 2020) are not eligible to apply for funding.

The terms and conditions of the Funding Agreement will apply to the provision of funding agreed between the contracting organisation and us. By submitting a proposal, applicants (and their collaborators) are agreeing to the terms and conditions of the Funding Agreement.

Applications must be made in the MBIE Investment Management System (IMS) within the application deadline, and comply with all formatting, content or other administrative requirements set out in this Call for Proposals.

Applications not meeting any of these criteria will be declined for funding on eligibility grounds.

APPLICATION AND ASSESSMENT PROCESS

This section outlines the proposal and assessment process, timeline for proposals, and the funding available for investment.

APPLICATION TIMELINE

The following details the processes in the application timeline.

29 September 2021 until 12 noon, 16 November 2021	Applicants submit a funding proposal
November/December 2021	We assess all proposals
December 2021	Applicants are advised of outcome
10 January to 28 February 2022	Contracting period
March 2022	Funding decisions announced
1 July 2022	Contracts begin

All dates are NZ Standard Time
Any change to key dates will be notified via an Alert e-mail (select the 'News and Events' category).

APPLICATION PROCESS

Proposals are entered and submitted in our IMS– a secure online portal. You will need to register for IMS access before you submit your proposal (allow at least one week between registering and submitting your proposal). Before developing your proposal, you are encouraged to consider the eligibility criteria, the assessment criteria, and the terms and conditions relating to this Call for Proposals.

The proposal template on page 12 provides guidance on how to prepare your proposal and the information you are required to provide.

On page 18 you will find detailed instructions on how to then enter your proposal into IMS and submit it to us.

The information in your proposal is used for assessment, and forms the basis of the Funding Agreement for successful projects. We recommend you use the template provided to draft the required information in a word processer of your choice and then when ready to submit, copy and paste the necessary segments into the appropriate IMS fields and upload your supporting documentation where directed.

KEY REFERENCES

When developing your funding application, we encourage you to consult these following key references:

> A Nation of Curious Minds – He Whenua Hihiri I Te Mahara – A National Strategic Plan for Science in Society
> Science Media Centre Global Charter
> Funding Agreement Template
> The Operating Model for the New Zealand Science Media Centre
> Vision Mātauranga Policy

Access these documents and more on our webpages for this hosting opportunity.

ASSESSMENT CRITERIA

An assessment panel will assess proposals against the following criteria. Each criterion has a 50 per cent weighting.

PROPOSAL ASSESSMENT CRITERIA	
EXCELLENCE: 50% WEIGHTING	The extent to which the proposal demonstrates how the New Zealand Science Media Centre will be editorially and operationally independent and responsible for its own strategic direction, operational matters and its communications and branding activities.
	The extent to which the proposed approach demonstrates a realistic and coherent implementation plan to enable the New Zealand Science Media Centre to operate independently to deliver on the fund objectives including through the initial implementation period.
	The understanding of the skills and competencies required of an independent New Zealand Science Media Centre team including how these support their ability to connect and work collaboratively with relevant partners in research, science and innovation, media, and Māori researchers and Māori research organisations, and respond to emerging issues. If known, identify the proposed team members and describe their role.
	The extent to which the priorities and strategies of the Host organisation are aligned with the objectives of the New Zealand Science Media Centre. Including the capacity of the Host organisation to establish and deliver an operationally and editorially independent Work Programme that maintains the trust of researchers and media.
	How the proposal demonstrates value for money, particularly in relation to the assumptions and costing of overhead services and the overall budget.
IMPACT: 50% WEIGHTING	Works with the media to enhance the quality, depth and breadth of coverage of science related topics of importance to New Zealand.
	Ensures science information is accessible to the media and meets the needs of the diverse communities of New Zealand.
	Provides resources and training to scientists and research organisations so they can work effectively with media.
	Provides resources and training to people working in the media to encourage responsible and evidence-based science news reporting.
	Develops and maintains networks and manage relationships between the key organisations in the research, science and innovation system and the media.
	Develops and maintains networks and manage relationships with Māori researchers and Māori research organisations and supports the reporting of Kaupapa Māori research.

In addition to the above criteria, when making their assessment, Assessors will also take into how well your proposal would deliver on the Government's investment aims and objectives for the New Zealand Science Media Centre and Vision Mātauranga.

CONFLICTS OF INTEREST

MBIE will publish the names of the Assessors on our webpages for this hosting opportunity before the proposal submission period closes. If you identify that an Assessor has an actual, potential or perceived direct or an indirect conflict of interest, you must notify us by emailing curiousminds@mbie.govt.nz (subject line: NZSMC) with the details for further discussion.

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.

PRIVACY

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

> have confirmed their personal details and the nature and level of their involvement in the work described in the proposal is correct, and
> are aware of our 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

We are 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, we expect you to comply with the New Zealand Government Open Access and Licensing Framework. This framework advocates the use of Creative Commons[1] licences.

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[1] 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/.

FUNDING DECISION AND CONTRACTING

DECISION MAKING PROCESS

MBIE's Deputy Secretary, Labour, Science and Enterprise will make the final investment decisions on which proposal will be funded. This decision will be informed by an Assessment Panel's recommendation report and may:

> Set pre-contractual conditions which must be met before the investment is contracted.

> Set special conditions in addition to the general terms and conditions set out in the Funding Agreement.

> Make a variation to the proposed term of a proposal/project.

> Make a variation to the funding allocated from that proposed and requirement that the proposed implementation plan be negotiated to MBIE's satisfaction to reflect the changed funding.

> Decline to fund any proposals.

MBIE will advise the successful applicant's primary contact person of the funding decisions in December 2021. The successful applicant will be published on our webpages for this hosting opportunity and announced via a public announcement by MBIE.

Notification letters will provide qualitative feedback on the assessment outcome. Oral feedback will be provided if the applicant seeks it.

CONTRACTING PROCESS

> The successful applicant will enter into a Funding Agreement with MBIE (subject to any pre-contractual conditions being met), a Funding Agreement template will be published at the same time as the Call for Proposals.

> This Funding Agreement is expected to be negotiated with MBIE by the end of February 2022.

> Trusts may need to supply a copy of their Trust Deed.

The terms and conditions of the Funding Agreement will apply to the provision of funding agreed between us and the contracting organisation. By submitting a proposal, you are agreeing to the terms and conditions of the Funding Agreement. A template is available on our webpages for this hosting opportunity.

FUNDING PAYMENTS AND REPORTING REQUIREMENTS FOR THE SUCCESSFUL APPLICANT

The contract holder must manage the funding to ensure delivery of the New Zealand Science Media Centre Work Programme and adhere to the reporting requirements. MBIE funding will be provided by automatic equal quarterly payments. Reporting requirements are detailed in one of the schedules to the Funding Agreement Template. Specific reporting guidelines will be agreed with the successful applicants at the contracting stage.

For the 2022/23 year only, the Host must, by 29 October 2022, provide confirmation of successful delivery of the implementation plan for the organisational and service arrangements applicable from 1 July 2022.

MBIE may undertake a mid-term review of the arrangements for the Hosting and delivery of the New Zealand Science Media Centre Work Programme.

Performance indicators

Performance Indicators will be negotiated during the pre-contract period and are likely to relate to the following:

> The New Zealand Science Media Centre fosters linkages and cooperation between science organisations and mainstream and non-mainstream media.
> Increased linkages between Māori researchers and the media.
> Improved understanding by journalists of Mātauranga Māori and Kaupapa Māori research.
> More mainstream and non-mainstream media outlets are using the Science Media Centre's derived content and experts in their science coverage.
> Registered journalists from mainstream and non-mainstream media outlets have greater access to scientific information for use in media reporting.
> Scientists have improved skills and awareness about the mainstream and non-mainstream channels available to engage with the media and communicate science effectively.
> Journalists from mainstream and non-mainstream media outlets are more confident covering a broader range of science-related issues.
> The quantity of high quality media articles about science in the media is maintained.
> Contributions to high quality public debate on the role of science and innovation can play in society and emerging issues is maintained.

Reports will be submitted in IMS and evaluated by us.

FURTHER INFORMATION

Email   Application queries: curiousminds@mbie.govt.nz (subject line: NZSMC)
IMS queries: imssupport@mbie.govt.nz

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

You can also subscribe to our Alert e-mail (select the 'News and Events' category).

PROPOSAL TEMPLATE

This template details the information you should cover in your proposal for the investment opportunity to Host the New Zealand Science Media Centre. This is a guide and is not intended to constrain the information you provide. Use it to help gather the information you need to formulate your proposal. An asterisk (*) indicates mandatory information.

> Your proposal is entered and submitted to us in IMS *(see page 18 for detailed instruction)* The proposal period is from **29 September 2021** until **12 noon, 16 November 2021**.
>
> These dates are subject to change. Any change will be notified via an Alert e-mail (select the 'News and Events' category).

OPPORTUNITY TO HOST THE NEW ZEALAND SCIENCE MEDIA CENTRE PROPOSAL TEMPLATE

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

PROPOSAL INFORMATION

*Title	Provide a title for your proposal. *[Your organisation's name New Zealand Science Media Centre]*	
*Duration of programme	Enter 5 years.	
*Start and end date	Enter the start and end dates for the Host contract which are 1 July 2022 to 30 June 2027.	
*Service location	Tell us the physical address where the New Zealand Science Media Centre will be located if different from the address of the legal entity.	
*Keywords	List up to 5 key words (each between 3 and 55 characters in length) that describe the nature of your contribution to New Zealand's research, science and innovation sector. Do not include acronyms or abbreviations.	5 words
*Primary Contact	Provide the name, email address and telephone number of your primary contact person of the Host organisation. This contact must have the authority to discuss your proposal with us and will receive MBIE communications and updates.	
*Secondary Contact	Provide a name, email address and telephone number of a second contact person. This secondary contact must differ from the primary.	

ELIGIBILITY

*Eligibility	Confirm that your application is eligible to be assessed by selecting yes or no to the following:
	> Will the proposed activities be delivered to people in New Zealand?
	> Is the applicant a legal entity based in New Zealand?
	> Does the proposal provide for the New Zealand Science Media Centre to be editorially and operationally independent and responsible for its own strategic direction, operational matters and its communications and branding activities?
	> Does the Host organisation have priorities and strategies aligned with the objectives of the Science Media Centre?
	> Is the application for the Host from an organisation which is not a government department as defined in Schedule 2 of the Public Service Act 2020?
	> Is this the only application being submitted by the applicant?
	Applicants should provide evidence of their legal entity status such as certificates of incorporation.

OPPORTUNITY TO HOST THE NEW ZEALAND SCIENCE MEDIA CENTRE PROPOSAL TEMPLATE

Information Required Adhere to word limits where noted. An * indicates mandatory information. Unless specifically requested, do not include URLs. Information provided by way of URL links to websites will not be considered or assessed. IMS will direct you in how to enter your information and upload supporting information. Ensure that your proposal directly addresses the eligibility and assessment criteria and considers the Fund's investment objectives.		
	If the answer is no to any of the above, please explain why.	100 words

PUBLIC STATEMENT

*Public statement	Please provide a public statement for the New Zealand Science Media Centre, written in an engaging manner using language easily understandable by the general public. Check that your statement includes: > The aims and outcomes of the New Zealand Science Media Centre's programme. > How the New Zealand Science Media Centre's aims and outcomes will be delivered. > The name and location of the Host organisation and the New Zealand Science Media Centre. > Contact details for more information that can be used by the public and/or the media. Do not include confidential information, references, images, video, or audio files. If your proposal is funded, your public statement will be published on our webpages for this hosting opportunity and may be used in the public arena.	300 words *This limit includes words in a table.*

EXCELLENCE (50% WEIGHTING)

*Implementation plan	Provide an overview of your implementation plan for the New Zealand Science Media Centre which will be operational from 1 July 2022 including: > How you will, as the Host, interact and structure your relationship with the New Zealand Science Media Centre. > How the implementation plan will give effect to Te Tiriti o Waitangi. > How you will ensure operational and editorial independence of the New Zealand Science Media Centre, including the appointment of the Centre's staff. > What are the proposed programme deliverables of the New Zealand Science Media Centre. > Where and how the New Zealand Science Media Centre programme will be delivered > How you will provide for continuity of services during the transition from 1 July 2022. > How you will structure your operating model for each of the key programme deliverables including how, for example, use of the Scimex[2] platform will be managed. > How you will manage any intellectual property developed by the New Zealand Science Media Centre. You can use images to support your narrative. Do not include references, hyperlinks, video or audio files.	1250 words
	Describe any additional functions proposed to be delivered by the New Zealand Science Media Centre beyond those set out in the operating model and the additional benefits that accrue.	500 words

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[2] Scimex is an online portal for journalists who wish to access embargoed science research news. It is operated in conjunction with the Australian Science Media Centre.

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Ensure that your proposal directly addresses the eligibility and assessment criteria and considers the Fund's investment objectives.

*Organisational capability (Host)	Provide an overview of the Host organisation's track record or proposed approach to: > Establishing and running operationally independent services. > Delivering new projects and initiatives. > How the priorities and strategies of the Host organisation align with the objectives of the New Zealand Science Media Centre. > How the Host organisation will enable the New Zealand Science Media Centre to give effect to The Treaty of Waitangi/Te Tiriti o Waitangi. You should explain how this track record will enable you to ensure that the New Zealand Science Media Centre is able to comply with the Science Media Centre Global Charter. Do not include references, hyperlinks, images, video or audio files.	750 words
*Expertise (Science Media Centre)	Provide an overview of how your organisation will go about engaging a team to deliver the New Zealand Science Media Centre programme independently that has: > Experience and understanding of the research, science and innovation sectors. > Expertise in working with Māori researchers and Māori media organisations. > Experience in working with a wide range of print, broadcast and electronic media. > Understanding of the New Zealand media landscape. > Understanding of the diversity of the research, science and innovation sectors and New Zealand media. Please detail the key personnel and their skills and experience (if known). Do not include references, hyperlinks, images, video or audio files.	750 words
IMPACT (50% WEIGHTING)		
*Enhancing media coverage	Provide an overview of how the New Zealand Science Media Centre programme will align with the operating model to: > Enhance the quality, depth and breadth of coverage of science related topics, particularly of New Zealand research, science and innovation. > Enable science information accessible to the media. > Encourage responsible and evidence-based science news reporting. Do not include references, hyperlinks, images, video or audio files.	750 words
*Enhancing researcher media capability	Provide an overview of how the New Zealand Science Media Centre programme will align with the operating model to: > Support scientists and research organisations to work effectively with media. > Develop and maintain networks and manage relationships between the key components of the science system, including Māori researchers and Māori research organisations. Do not include references, hyperlinks, images, video or audio files.	750 words
*Public awareness	Provide an overview of how the New Zealand Science Media Centre programme will align with the operating model to: > Increase public awareness about the role research, science and innovation (RSI) play in society. > Reduce inequitable access to science reporting. > Increase public understanding of emerging science issues. > Improve public access to New Zealand science content. > Support informed public debate on RSI issues. Do not include references, hyperlinks, images, video or audio files.	750 words

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Ensure that your proposal directly addresses the eligibility and assessment criteria and considers the Fund's investment objectives.

FINANCIAL INFORMATION

*Milestone	A milestone is required before information can be entered into the Budget section. You only need to add one Milestone. Please title the Milestone **New Zealand Science Media Centre**. No further text is required.	
*Total MBIE funding requested *Note - this section populates the funding details in proposal information section*	Specify the funding requested (excluding GST) for each year of the duration of the Funding Agreement. MBIE uses a flat funding model so all years will have the same figures. MBIE has not prescribed a funding range for the New Zealand Science Media Centre. Applicants need to tell us how much it would cost to host the New Zealand Science Media Centre and deliver the New Zealand Science Media Centre work programme they propose to offer. Applicants should note that MBIE currently provides annual funding of approximately $1 million (excluding GST) to the current Host to deliver the New Zealand Science Media Centre.	
Co-funding *(if applicable)*	If you have co-funding tell us: > The name of the co-funding organisation. > The co-funding amount (excluding GST). > Whether the co-funding is cash or in-kind. If your co-funding is provided in-kind, describe how this has been calculated. Cash co-funding is cash received from an organisation that contributes directly to your proposal. This cash: > Does not include money you may receive before the start date or after the end date of the project. > Must be essential to the achievement of the work programme and be genuine cash funding for the proposed project. > Is not money from which an income is derived or that can be returned to the co-funder. In-kind co-funding is a non-cash contribution that contributes directly to your proposal. This may include the use of equipment, staff time or access to data. The value of in-kind co-funding should, in most cases, be the actual cost incurred by the co-funder. If necessary, the value may be estimated using either the usual cost of the good or service as advised by the provider or, if the item is not generally traded, your estimate of the out-of-pocket costs sustained by the provider in making the good or service available to you.	150 words
Sub-contracting	The Host and the New Zealand Science Media Centre may sub-contract services. Funding for sub-contracting is the amount you plan to spend on work done by other organisations in order to complete and deliver your work programme. If applicable, for each year of funding, tell us about any sub-contractors that will be involved. Applicants should clearly explain what services will be sub-contracted and how the operational and editorial independence of the New Zealand Science Media Centre will be maintained through these arrangements.	150 words
*Budget	Using the following table as a guide, provide us with your average annual budget for the New Zealand Science Media Centre. The total budget must be within $1,000 of the per annum amount of funding you are requesting. > The New Zealand Science Media Centre costs must be solely and directly related to the implementation plan. > Capital expenditure for any equipment with an asset life beyond the term of the funding agreement is not funded. Host costs should be shown as Overheads and detailed below using the template in the next section.	

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Ensure that your proposal directly addresses the eligibility and assessment criteria and considers the Fund's investment objectives.

Budget	Average annual cost ($) GST exclusive
Personnel	
General Operating Expenses	
Building depreciation/rental	
Equipment depreciation/rental	
Overheads	
Sub-contracting	
Other Expenditure	
Average Annual Budget	

Please document in detail your assumptions and costings underpinning the overall budget for the New Zealand Science Media Centre.

Note: MBIE may ask for additional detail in relation to the overall budget.

*Overhead

Overhead services provided by the Host to the New Zealand Science Media Centre: Costs and assumptions.

Using the following template (note you will need to download the template in IMS, fill in the information, and then upload it). Detail your assumptions and costings underpinning the overhead services that will be provided by the Host organisation to support the New Zealand Science Media Centre.

Overhead component	Average annual cost ($) GST exclusive	Assumptions
Accounting and finance		
Insurance		
Legal fees		
Rent or lease costs		
Maintenance and repairs		
ICT		
Utilities		
Human resource management		
Other (please specify)		
Total		

Note: These overhead costs should total the Overheads in the Budget in the above section. MBIE may ask for additional detail in relation to overhead services.

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IMS will direct you in how to enter your information and upload supporting information.

Ensure that your proposal directly addresses the eligibility and assessment criteria and considers the Fund's investment objectives.

OTHER INFORMATION

*Health and safety	Describe how you will ensure that you manage any health and safety issues that may arise during the term of the Funding Agreement.	200 words
*Privacy and ethics	Identify any relevant privacy-related and ethical obligations that may arise and how these will be are managed. Reference should at a minimum be given to the Privacy Act 2020 and ethical practices relevant to research, and to the media.	200 words
*Intellectual property	Outline how you will identify, protect and share any intellectual property generated through the delivery of the New Zealand Science Media Centre to ensure maximum benefit to New Zealand. This includes management of intellectual property between collaborators and contract partners, including MBIE. Do not include references, hyperlinks, video or audio files.	500 words
*Online presence	What online presence will be given to the New Zealand Science Media Centre, for example, a website, social media accounts, etc.	200 words
*Conflicts of interest	Declare any potential conflicts of interest and say why. This may include possible conflicts with Assessors or MBIE employees or contacts.	

SUBMITTING PROPOSALS IN IMS

Proposals for funding to Host the New Zealand Science Media Centre opportunity 2022, can be entered and submitted to us in our Investment Management System (IMS) – a secure online portal.

Proposals can be submitted to us in IMS from **29 September 2021** until **12 noon, 16 November 2021**. These dates are subject to change. Any change will be notified via an Alert e-mail (select the 'News and Events' category).

A proposal is considered submitted if it has a status of **Submitted to IMS** in IMS. If your proposal is being submitted by a university or a Crown research institute, see your research office for additional submission advice.

For all IMS queries, e-mail or call:	
Email	imssupport@mbie.govt.nz
Phone	0800 693 778
	(Monday to Friday, 8:30am to 4:30pm)

ACCESSING IMS

▶ **To log in to IMS:**

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

For first time users:

If you have not used IMS before, complete and email an IMS access request form to 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 **Edit password** tab 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 IMS **Home** tab displays.

For existing users:

For returning applicants, 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/).
2. Type your Username and Password.
3. Click the **Login Securely** button. The IMS **Home** tab displays.

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

User Access Roles

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

A…	CAN…
User	> See and/or work on funding applications to which they are authorised.
	> Submit completed registrations/applications/proposals to your Super User quality assurance (QA).
Super User	> Perform all the functions of a regular user.
	> Manage IMS access; add, delete or modify the users in their organisation and changing the views and applications they can see.
	> QA and submit completed applications to MBIE.

Navigating IMS
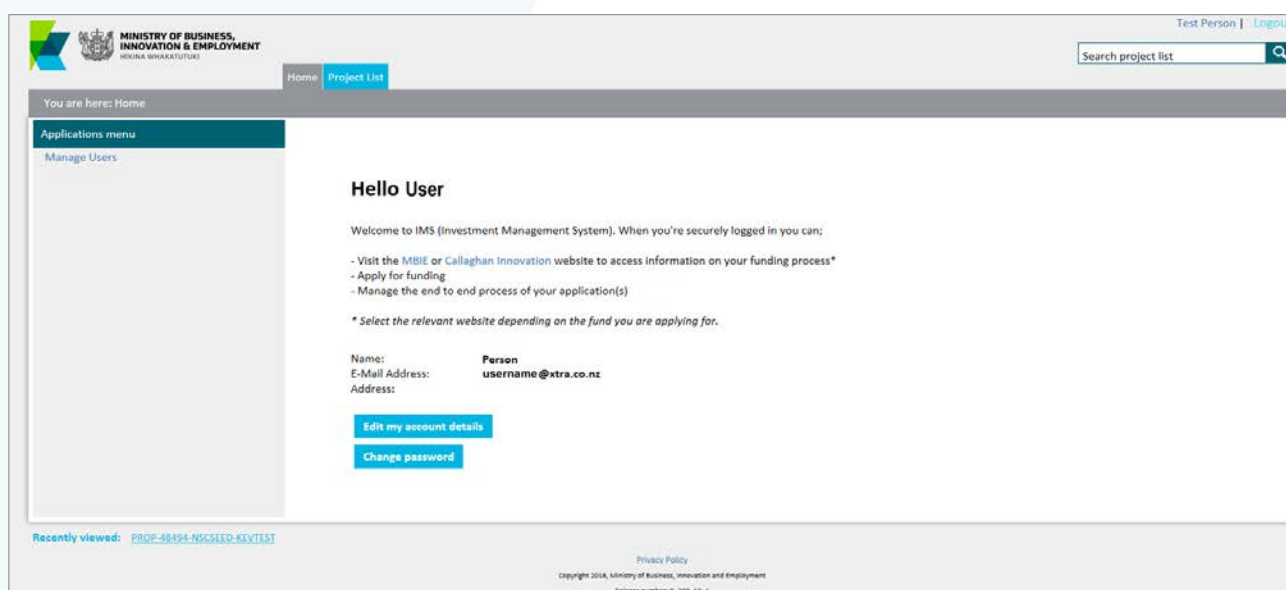
The IMS **Home** tab

From the IMS **Home** tab you can:

> Manage access for your organisation's personnel.
> Maintain your personal details, including your IMS password.
> Access your Project List (containing the funding applications for your organisation).

Customising your View

The IMS **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)*. Note that you only see information to which you have permission.

ENTERING AND SUBMITTING A PROPOSAL

You can enter and submit a proposal in IMS between **29 September 2021** and **12 noon, 16 November 2021**.

If your proposal is being submitted on your behalf by a university or a Crown research institute, see your research office for additional submission advice.

> 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 submit a proposal in IMS:**

1. On the IMS **Home** tab, click the **Project List** tab.

2. Click the **New Application** button (located to the right of the screen).
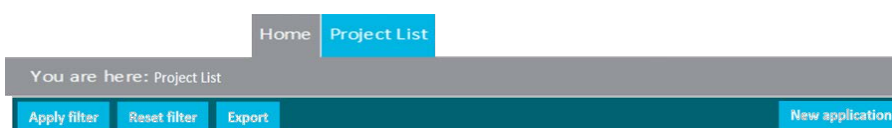
3. On the resulting screen, select **2022 New Zealand Science Media Centre Host** from the Investment Process field.

4. Enter the title of your project in to the **Full title** field and then click the **Create** button.

> Do not use acronyms or abbreviations. Your short title will be used for everyday use and reference.

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

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:

> ＞ **Click the Leave this Page** button to exit the section without saving *(all changes made during that session be lost), or*

> ＞ Return and continue to add information or click the **Save & next section** button.

You can copy and paste your prepared information directly into the IMS 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 proposal. Image files cannot be uploaded.

You can save, log out, and return to IMS 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…
◐ (outline)	has not started.
◑ (half)	is in progress.
✖	contains invalid or incomplete fields.
✔	is complete and valid.

6. When all sections are complete, scroll to the top of navigation panel and click the **Print and manage** link.

7. 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.
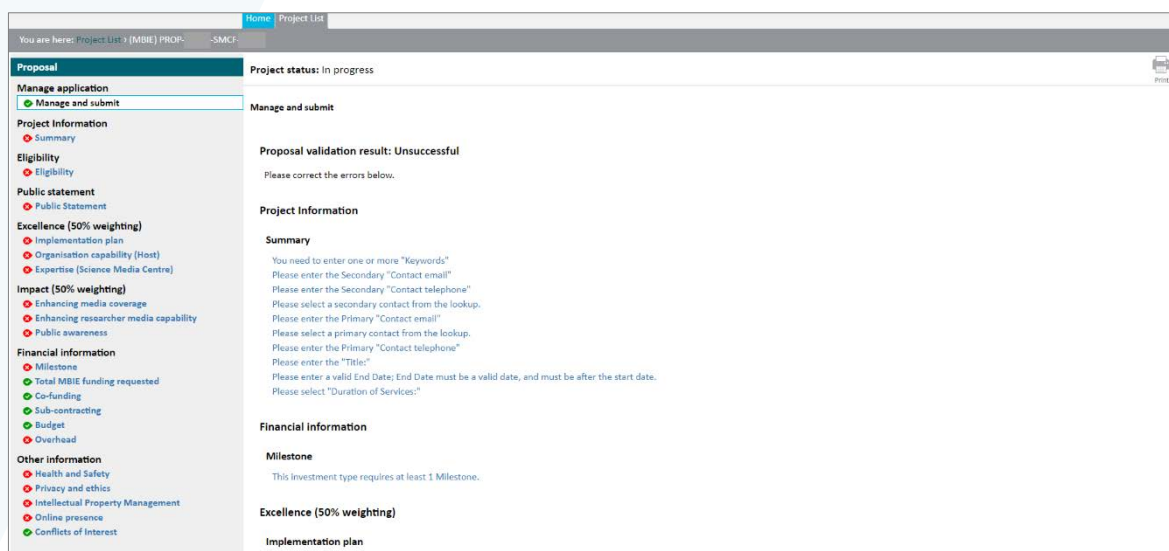
> If the validation is successful, every section in the navigation panel is marked with the symbol ✔.
> If errors and/or incomplete fields are detected, these will display as:
> > light blue coloured error message hyperlinks in the **Proposal validation result** section.
> > a ✖ symbol will display next to the sections in navigation panel that are incomplete or contain errors.

8. Click the first error message to open the section, make the required corrections/additions and then click the **Save** button. If applicable, repeat for other sections marked with ✖ .

9. Once you have corrected all of the errors and/or added all missing information, click the **Print and manage** link then the **Check my application before submission** button again.

10. On achieving a successful validation click the **Submit to QA** button *(Users)* or the **Submit to IMS** button *(Super Users)*.
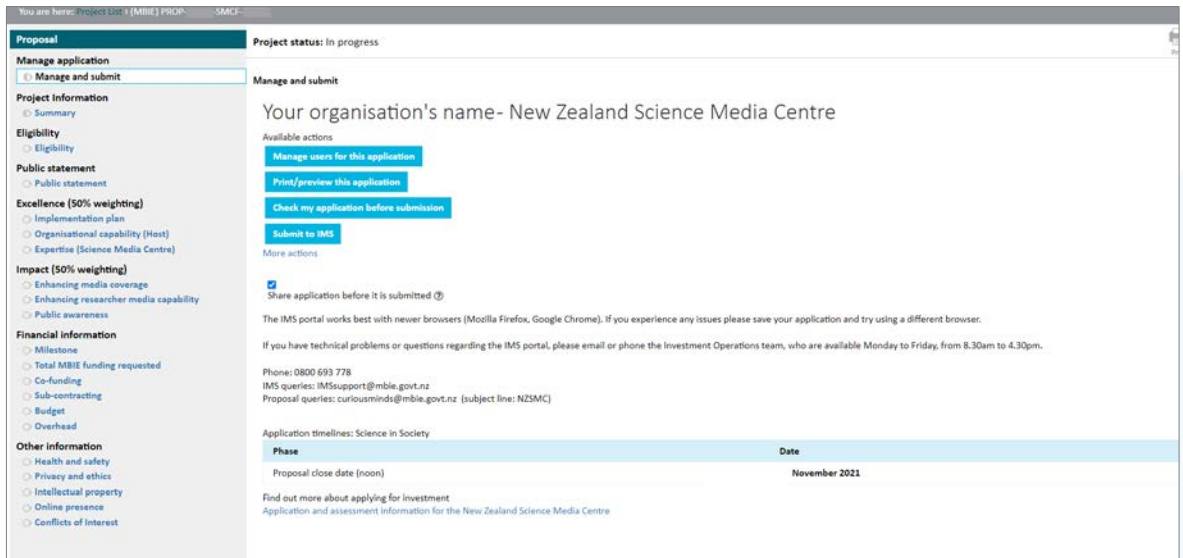
11. Read and accept the declaration.

> 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 IMS**. 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 FUNDING APPLICATIONS

Checking the Progress of your Funding Application

There are three key features in IMS 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 Funding Application

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

Checking the Status of your Funding Application

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

THE STATUS…	INDICATES YOUR FUNDING 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, we can make the application `Not Submitted`. You will be able to view the application and/or delete it. You will not be able to edit it or submit the application.
Ineligible	Does not meet the criteria of the investment process applied for. The application cannot be edited or resubmitted.
Declined	Has been declined for funding. The application cannot be edited or resubmitted.
Approved	Has been approved. You can proceed to the next stage in the contracting process. You will not be able to edit the application.

Checking when your Funding Application is due

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

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

Withdrawing a Funding Application

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

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

If you wish to withdraw a submitted proposal, email the IMS Support Team.

▶ **To withdraw an un-submitted proposal:**

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

Updating your Details

From the **Home** tab of IMS, you can maintain your details held in IMS as and when required.
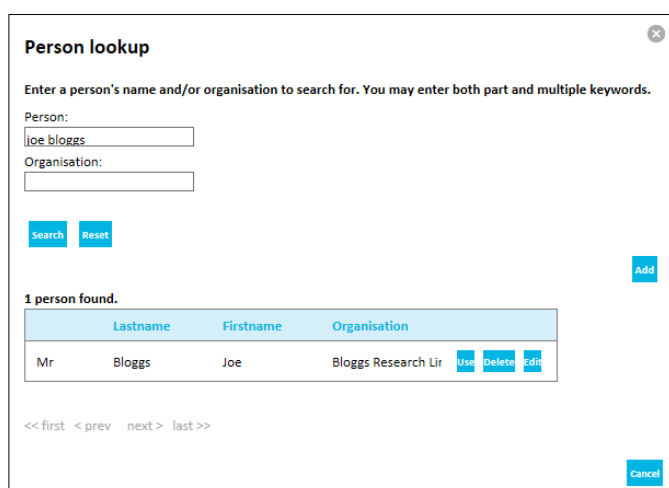
▶ **To view and/or update your details:**

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.

Maintaining your Organisation's Contact Details

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

Person lookup

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

Person:
joe bloggs
Organisation:

[Search] [Reset]

[Add]

1 person found.

	Lastname	Firstname	Organisation			
Mr	Bloggs	Joe	Bloggs Research Lir	Use	Delete	Edit

<< first < prev   next > last >>

[Cancel]

▶ **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.

▶ **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.**

TERMS AND CONDITIONS RELATING TO THIS CALL FOR PROPOSALS

You must submit your proposal by **12 noon**, **16 November 2021**, or as notified through MBIE Alerts.

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 at all times to, MBIE or its licensors.

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

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

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

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 2020, parliamentary and constitutional convention and any other obligations imposed by law. Where MBIE receives an OIA request that relates to your Confidential Information, MBIE will consult with you and may ask you to explain why the information is considered by you to be confidential or commercially sensitive.

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. Disclosure of information

14.1 MBIE may make public the following information:

> The proposal title

> The name of the applicant (the Contracting organisation)

> The public statement (as provided in the proposal)

> The total amount of funding provided

> The contract number (if funded)

> The contract start and end dates (if funded)

> The contract status (if funded)

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