



MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT
HĀKINA WHAKATUTUKI

ENDEAVOUR FUND: TRANSFORMING NEW ZEALAND'S FUTURE

**CALL FOR
PROPOSALS**
**2022 INVESTMENT
ROUND**

[New Zealand Government](#)



**MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT**
HĪKINA WHAKATUTUKI

Ministry of Business, Innovation and Employment (MBIE)

Hīkina Whakatutuki – Lifting to make successful

MBIE develops and delivers policy, services, advice and regulation to support economic growth and the prosperity and wellbeing of New Zealanders. MBIE combines the former Ministries of Economic Development, Science + Innovation, and the Departments of Labour, and Building and Housing.

More information

Information, examples and answers to your questions about the topics covered here can be found on our website, www.mbie.govt.nz, or by calling us free on 0800 20 90 20.

Disclaimer

This document is a guide only. It should not be used as a substitute for legislation or legal advice. The Ministry of Business, Innovation and Employment is not responsible for the results of any actions taken on the basis of information in this document, or for any errors or omissions.

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MIHI

Tēnā koutou

This Call for Proposals provides you with information on how to apply to the Fund, how your application will be assessed, what happens if your application is successful, and how to contact us for assistance with the application process.

*Ko te tūmanako he āwhina i roto nei.
Nā mātou o Hīkina Whakatutuki ki a koutou.*

THE ENDEAVOUR FUND

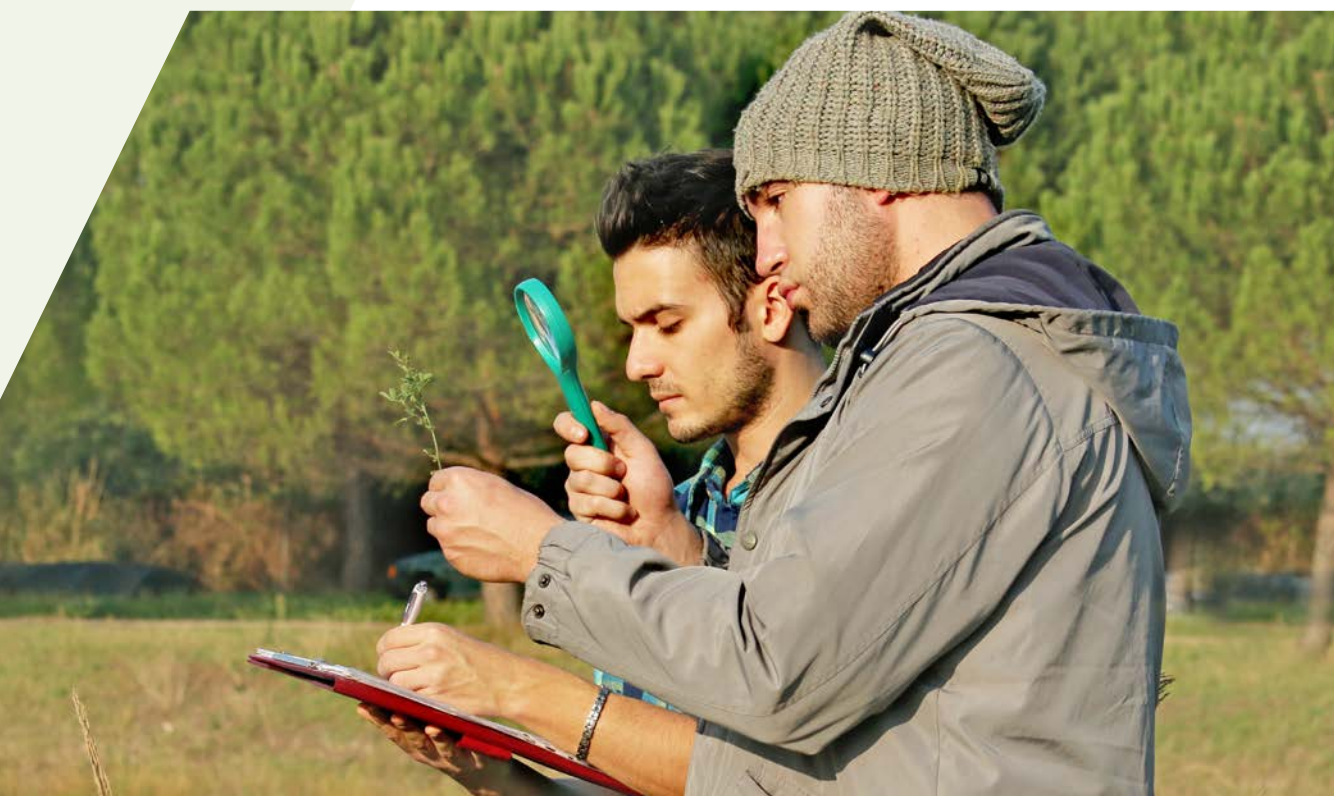
The Endeavour Fund supports excellent research with the potential to positively transform New Zealand's economy, environment and society. The fund uses an open, contestable mechanism to select excellent research proposals that will provide the highest potential impacts across a range of economic, environmental, and social 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 refresh and enable 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 2022-2024](#) and the [Endeavour Fund 2022 Investment Round Gazette Notice](#).

MBIE now invites proposals to be considered for investment from the Endeavour Fund 2022 Investment Round. This Call for Proposals contains the information required to prepare and submit a proposal.





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	\$39 million	\$0.5 million or more per year	3, 4, or 5 years

For the 2022 investment round, the Science Board will aim to fund at least 49 Smart Ideas and 19 Research Programmes.

WHO CAN APPLY?

For proposals to be eligible 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 2 of the Public Service Act 2020
- › be made under an investment mechanism specified in the Schedules of the Gazette notice
- › 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
- › 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.

In addition to the above criteria, to be eligible:

- › research proposals can include some out of scope research outcomes (health¹, defence and expanding knowledge) and remain eligible, as long as the sum of these outcomes is less than 50% of the proposal's outcomes.

FURTHER INFORMATION

Email Application queries: endeavour@mbie.govt.nz
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-newsletter.

¹ health includes cost savings to the healthcare system.



THE APPLICATION AND ASSESSMENT PROCESS

Application to the Endeavour Fund 2022 Investment 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 refresh and enable 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

<p>1. REGISTRATION</p>	<p>Phase One: Registration</p> <p>Registration is compulsory. Applicants cannot submit a Concept until they have registered.</p>
<p>2. CONCEPT</p> <p>Submit Concept</p> <p>Assessment of Excellence</p> <p>Successful Applicants invited to submit a Full Proposal</p>	<p>Phase Two: Concept</p> <p>Applicant submits a Concept.</p> <p>Independent Assessors review Concept against:</p> <ul style="list-style-type: none"> › the Excellence assessment criteria. <p>The Science Board decides if the Concept is eligible.</p> <p>Based on the Assessor reviews, the Science Board decides which Concepts progress to Full Proposal submission.</p> <p>Successful Applicants are invited to submit a Full Proposal.</p>
<p>3. FULL PROPOSAL</p> <p>Submit Full Proposal</p> <p>Assessment of Excellence and Impact</p> <p>Science Board investment decisions announced</p>	<p>Phase Three: Full Proposal</p> <p>Invited Applicant submits a Full Proposal.</p> <p>Independent Assessors review Full Proposal against:</p> <ul style="list-style-type: none"> › the Excellence assessment criteria, and › the Impact assessment criteria. <p>The Science Board decides if the Full Proposal is eligible.</p> <p>Based on the Assessor reviews, the Science Board makes its investment decisions and may use the portfolio approach.</p>

Refer to the [Endeavour Fund 2022 Investment Round 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

<p>1. REGISTRATION</p>	<p>Phase One: Registration</p> <p>Registration is compulsory. Applicants cannot submit a Full Proposal until they have registered.</p>
<p>2. FULL PROPOSAL</p> <p>Submit Full Proposal</p> <p>Assessment of Excellence and Impact</p> <p>Science Board investment decisions announced</p>	<p>Phase Two: Full Proposal</p> <p>Applicant submits a Full Proposal.</p> <p>Independent Assessors review Full Proposal against:</p> <ul style="list-style-type: none"> › the Excellence assessment criteria. <p>The Science Board decides if the Full Proposal is eligible.</p> <p>Based on the Assessor reviews, the Science Board decides which Full Proposals progress for Impact assessment.</p> <p>Independent Assessors review proposals against:</p> <ul style="list-style-type: none"> › the Impact assessment criteria. <p>Based on the Assessor reviews, the Science Board makes its investment decisions and will use the portfolio approach.</p>

Refer to the [Endeavour Fund 2022 Investment Round 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
ROADSHOWS	4, 11, and 12 October 2021	4, 11, and 12 October 2021
REGISTRATION PERIOD	Friday 1 October 2021 until 12 noon, Tuesday 2 November 2021	Friday 1 October 2021 until 12 noon, Thursday 9 December 2021
SUBMISSION PERIOD FOR CONCEPTS	Friday 1 October 2021 until 12 noon, Thursday 25 November 2021	N/A
SCIENCE BOARD DECISIONS ON CONCEPTS ANNOUNCED AND SUCCESSFUL APPLICANTS INVITED TO SUBMIT A FULL PROPOSAL	Late-March 2022	N/A
SUBMISSION PERIOD FOR FULL PROPOSALS	Late-March – early April 2022 until 12 noon, Wednesday 18 May 2022	Friday 1 October 2021 until 12 noon, Tuesday 1 March 2022
SCIENCE BOARD FUNDING DECISIONS ANNOUNCED	Mid-September 2022	Mid-September 2022
CONTRACTS BEGIN	1 October 2022	1 October 2022

The submission period for Smart Ideas Full Proposals 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 makes the investment decisions in accordance with the Endeavour Fund 2022 Investment Round Gazette Notice, considering:

- › independent Assessor reviews
- › portfolio balance
- › Investment Signals and Targets in the [Endeavour Fund Investment Plan 2022-2024](#).

The Science Board 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. The Science Board will aim to fund at least 49 Smart Ideas and 19 Research Programmes.

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-contract 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-contract conditions that must be met before MBIE and the Applicant organisation can enter into a Science Investment Contract or 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 [College of Assessors webpages](#) before your application(s) (Concepts and/or Full Proposals) are assigned to Assessors. If you identify that an Assessor has an actual, potential or perceived direct or indirect conflict of interest, declare this in the Conflicts of Interest section of your application. If you discover a potential conflict of interest after proposal submission, you must notify MBIE immediately by emailing endeavour@mbie.govt.nz with 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
 - › 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 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,
- › 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, and
- › are aware that MBIE may make public the names of project team members.

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 Commons² licences.

Proposals that include environmental science are subject to our [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 4.0 New Zealand](#) licence (CC-BY) copyright works produced.

² 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 [Endeavour Fund 2022 Investment Round Gazette Notice](#)

Research proposals can include some out of scope research objectives (health³, defence and expanding knowledge) and remain eligible, as long as the sum of these objectives is less than 50% of the proposal's objectives.

- > addresses the Government's investment priorities and investment signals detailed in the [Endeavour Fund Investment Plan 2022-2024](#)
- > 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 33 for more detailed IMS portal information.

If you include any images, only minimal explanatory text is permitted. Otherwise it will be considered outside MBIE word counts, and not be assessed.

Diversity in Science and Research

We are committed to understanding and promoting diversity in Science and Research. Individuals fulfilling key roles in your proposed project will be required to individually register in IMS, and then invited to enter their diversity data. For more information, see our [Diversity Statement](#).

ESSENTIAL DOCUMENTS

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

- > The [Endeavour Investment Plan 2022-2024](#) details the Government's goals and priorities for investment through the Endeavour Fund.
- > The [Endeavour Fund 2022 Investment Round Gazette Notice](#) (number 2021-go2645) 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.

³ health includes cost savings to the healthcare 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 essential documents

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 fields.

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

- > Smart Ideas funding from Friday 1 October until 12 noon, Tuesday 2 November 2021.
- > Research Programmes funding from Friday 1 October until 12 noon, Thursday 9 December 2021.

These dates are subject to change. Any change will be notified via MBIE’s Endeavour Fund Alert e-newsletter. See page 33 for more detailed IMS portal information.

REGISTRATION TEMPLATE FOR SMART IDEAS AND RESEARCH PROGRAMMES

Information Required

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

PROPOSAL INFORMATION

*Contracting Organisation	Name and Address is populated from IMS user information	
New Zealand Business Number (NZBN)	Populated from IMS user information If there is no NZBN or registration number shown below please contact IMSsupport@mbie.govt.nz with your number.	
Registration number	Populated from IMS user information If you are a Trust, Incorporated Society, or Company your registration number will show here.	
*Total MBIE funding requested	Specify the total funding across all years that you are requesting.	
*Title	Provide a meaningful descriptive title that identifies the nature of the Proposal. Do not include acronyms or abbreviations. Titles should clearly reflect the nature of the research involved. Avoid puns, cryptic or humorous “tabloid” style titles. <i>The title entered here will apply to the Proposal and cannot be changed after Registration</i>	12 words
*Investment Mechanism	Smart Ideas or Research Programmes	

REGISTRATION TEMPLATE FOR SMART IDEAS AND RESEARCH PROGRAMMES

<p>*Number of years funding requested</p>	<p>Specify the number of years you are applying for funding.</p> <ul style="list-style-type: none"> > For Smart Ideas you can apply for two or three years funding. > For Research Programmes you can apply for three, four or five years funding. 	
<p>*Investment Signals</p>	<p>Select all Investment Signals that your proposal addresses. These signals are used during the portfolio approach so it is important to be accurate and articulate well in your application why your proposal aligns to the selected signals. The full wording of the signals is in the Investment Plan (2022-2024).</p> <ul style="list-style-type: none"> > Whose primary objective is to create new knowledge pathways to support the transition to a low emissions and climate resilient economy. > Support new or existing industries to be knowledge intensive (i.e., are characterised by workforces that are predominantly highly skilled, and which have the technology, tools and resources necessary to create higher value products and services). > Not Applicable <p>Explain your selections</p>	<p>400 words</p>
<p>*Impact Category</p>	<p>Applicable for Research Programmes funding only.</p> <p>Specify the impact category that most aligns to your proposal.</p> <ol style="list-style-type: none"> 1. Research Programmes: Protect and Add Value 2. Research Programmes: Transform <p>Explain your choice.</p>	<p>400 words</p>
<p>*Research Keywords</p>	<p>List up to 15 key words (each between 3 and 55 characters in length) that describe the nature of your research.</p> <p>Do not include acronyms or abbreviations.</p> <p><i>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 help select Assessors for your proposal.</i></p>	
<p>*Research Classifications</p>	<p>Australian and New Zealand Standard Research Classification (ANZSRC)</p> <p>You are required to provide:</p> <ul style="list-style-type: none"> > Up to three Field of Research (FOR) and three Socio-Economic Objective (SEO) ANZSRC codes to categorise the research and development activities associated with your application. The relative proportion of total expenditure attributed to each of these (adding up to 100%). Please use as few codes as possible. > Information relating to the ANZSRC Type of Research Activity including the relative proportion of total expenditure attributed to each type (also adding up to 100%). <p>The codes selected will apply to your proposal and cannot be changed after Registration. They will be used to help select Assessors for your proposal.</p> <p>The ANZSRC classifications used by MBIE can be found in Stats NZ's classification management system Aria as follows:</p> <p>Field of Research 2020</p> <p>Socio-Economic Objective 2020</p> <p>Type of Research Activity 2020</p> <p>Further information on MBIE's use of ANZSRC codes and findings from the recent 2 year review of ANZSRC is provided on MBIE's webpages.</p> <p>When selecting your ANZSRC SEO codes, note that research proposals can include some out of scope research objectives (health [20XXXX; 2103XX; 2107XX; 2111XX;], defence [14XXXX] and expanding knowledge [28XXXX]) and remain eligible, as long as the sum of these objectives is less than 50% of the proposal's outcomes. If the sum of these out of scope research objectives is 50% or greater, then the proposal will be declined as ineligible.</p>	

REGISTRATION TEMPLATE FOR SMART IDEAS AND RESEARCH PROGRAMMES

Guidance for out of scope research objectives

Take care to apply the correct Socio-Economic Objective (SEO) ANZSRC code research classification to your proposal:

- > Selecting SEO codes in Health (20XXXX; 2103XX; 2107XX; 2111XX) is likely to indicate that the main Socio-Economic Objective of the project is to improve health outcomes for New Zealanders. This cannot be the primary objective of research funded by the Endeavour Fund. Consider the primary aim of your research and whether it should be coded to economic or non-health related social outcomes. If not, redirect your application to other funding sources.
- > Selecting SEO codes in Defence (14XXXX). Defence is not considered an Economic, Environment, or Societal outcome. Consider the primary aim of your research and whether it should be coded to Economic, Environment or Societal outcome. If not, redirect your application to other funding sources.
- > Selecting SEO codes in the Expanding Knowledge (28XXXX) series indicates that the project does not have an identifiable Socio-Economic Objective, and this code should only be used for pure, basic research. Consider the primary aim of your research and whether it should be coded to Economic, Environmental or Societal outcomes. If not, redirect your application to other funding sources.

MBIE may contact you if they identify a potentially inaccurate coding. Regardless of how your proposal is coded under the ANZSRC research classification, if the Science Board considers an Endeavour Fund proposal contains primarily out of scope research outcomes, the proposal will be determined to be out of scope and cannot be awarded funding.

The codes entered here will apply to the Proposal and cannot be changed after Registration

***Primary Contact** Provide the name, email address and telephone number of your primary contact person. This contact must have the mandate to discuss the proposal with MBIE officials. It is usually someone from your Research Office and should not be the Science Leader.

***Secondary Contact** Provide the name, email address and telephone number of a secondary contact person. This secondary contact must differ from the primary and will be used should MBIE be unable to contact the primary contact.

PROPOSAL SUMMARY AND ELIGIBILITY

*Proposal Summary	<p>Please provide a brief summary of what your project aims to deliver. This summary will help MBIE to identify the types of assessment expertise required during subsequent phases of the application process.</p> <p><i>Your summary will populate to your proposal and cannot be changed after Registration. It can however be used to provide the basis for the Executive Summary in subsequent application phases.</i></p>	280 words
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***Eligibility** Confirm that your application meets the eligibility criteria set out in the Gazette Notice: Proposals 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 2 of the Public Service Act 2020
- > be made under an investment mechanism specified in the [Endeavour Fund 2022 Investment Round Gazette Notice](#)
- > 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
- > 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)

REGISTRATION TEMPLATE FOR SMART IDEAS AND RESEARCH PROGRAMMES	
	<p>of the RS&T Act 2010; and</p> <ul style="list-style-type: none"> > 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. <p>In addition to the above criteria, to be eligible:</p> <ul style="list-style-type: none"> > research proposals can include some out of scope research outcomes (health, defence and expanding knowledge) and remain eligible, as long as the sum of these outcomes is less than 50% of the proposal's outcomes. Note that health includes cost savings to the healthcare system. <p>If you are unsure whether your application meets these criteria, explain why.</p> <p>Please note that Applications determined to be ineligible by the Science Board cannot be awarded funding</p>
PROJECT TEAM	
*Indicative Project Team	<p>Specify the following for all known project team members:</p> <ul style="list-style-type: none"> > first and last name > organisation > role <p>The Science Leader information is required at this point. MBIE will use this team information to help select Assessors for your proposal.</p>
SUPPORTING INFORMATION	
Conflicts of Interest	<p>Declare any potential conflicts of interest and say why. See page 10 for more details, and the members of the College of Assessors.</p>

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 fields.

Concepts can be submitted to MBIE in the IMS portal immediately after Registration from Friday 1 October until 12 noon, Tuesday 25 November 2021.

These dates are subject to change. Any change will be notified via MBIE's Endeavour Fund Alert e-newsletter. See page 33 for more detailed IMS portal information.

CONCEPT TEMPLATE FOR SMART IDEAS		
<p>Information Required Adhere to word limits where noted. An asterisk (*) indicates mandatory information. Unless specifically requested, do not include URLs. Information provided by way of URL links to websites will not be considered or assessed. IMS will direct you in how to enter your information and upload supporting information. Ensure that your proposal directly addresses the eligibility and assessment criteria and considers the Fund's investment objectives.</p>		
PROPOSAL INFORMATION		
*Proposal Information	Confirm the information entered at Registration: <ul style="list-style-type: none"> > the total funding across all years that you are requesting > the number of years you want funding; either two or three years. 	
*Investment Signals	Validate/update all Investment Signals that your proposal addresses. These signals are used during the portfolio approach so it is important to be accurate and articulate well in your application why your proposal aligns to the selected signals. The full wording of the signals is in the Investment Plan (2022-2024). <ul style="list-style-type: none"> > Whose primary objective is to create new knowledge pathways to support the transition to a low emissions and climate resilient economy. > Support new or existing industries to be knowledge intensive (i.e., are characterised by workforces that are predominantly highly skilled, and which have the technology, tools and resources necessary to create higher value products and services). > Not Applicable Explain your selections.	400 words
*Research Keywords	Keywords that you selected at Registration will be auto populated into your Concept and can't be changed.	
*Research Classifications	Field of Research (FOR) and Socio-Economic Objective (SEO) ANZSRC codes that you selected at Registration will be auto populated into your Concept and can't be changed.	
*Primary Contact	Validate/update the name, email address and telephone number of your primary contact person. Remember this contact must have the mandate to discuss the proposal with MBIE officials. It is usually someone from your Research Office and should not be the Science Leader.	
*Secondary Contact	Validate/update the name, email address and telephone number of your secondary contact person. Remember, the secondary contact must differ from the primary contact.	

PROPOSAL SUMMARY AND ELIGIBILITY		
CONCEPT TEMPLATE FOR SMART IDEAS		
*Proposal Summary	The Proposal Summary that you provided at Registration will be auto populated into your Concept and can't be changed.	280 words
*Eligibility	<p>Confirm that your application meets the eligibility criteria set out in the Gazette Notice: Proposals must:</p> <ul style="list-style-type: none"> > 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 2 of the Public Service Act 2020; > be made under an investment mechanism specified in the Schedules to this notice; > 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; > 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. <p>In addition to the above criteria, to be eligible:</p> <ul style="list-style-type: none"> > research proposals can include some out of scope research outcomes (health, defence and expanding knowledge) and remain eligible, as long as the sum of these outcomes is less than 50% of the proposal's outcomes. If you are unsure whether your application meets these criteria, explain why. Note that health includes cost savings to the healthcare system. <p>Please note that Applications determined to be ineligible by the Science Board cannot be awarded funding</p>	
FUNDING PROPOSAL		
*Executive Summary	<p>Summarise the overall objective of your research proposal and how you will achieve it, including:</p> <ul style="list-style-type: none"> > why your research is needed (the issue or problem you are addressing) > what you propose to do (your hypothesis and scientific approach) > the results, impacts or outcomes you expect, how they will be achieved, and who will use or benefit from them. <p>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.</p> <p>You may wish to expand on the Proposal Summary entered at Registration.</p> <p><i>Do not include references, hyperlinks, images, video, or audio files.</i></p>	280 words
VISION MĀTAURANGA		
*Vision Mātauranga Summary	<p>Answer the following questions:</p> <ul style="list-style-type: none"> > Will this proposal give effect to the Vision Mātauranga Policy, i.e. realise the potential of Māori people, knowledge, and resources? (Yes/No) <ul style="list-style-type: none"> > If yes: How will this proposal give effect to the Vision Mātauranga Policy? In describing impacts to be realised for New Zealand, include the specific 	500 words

CONCEPT TEMPLATE FOR SMART IDEAS

	<p>activities, outputs and outcomes that will create impact for Māori.</p> <ul style="list-style-type: none"> > If no: Describe how Vision Mātauranga was considered and the rationale for the position taken. > What percentage of the total personnel costs are attributed to the named Māori project team members? > What percentage of the total personnel costs are attributed to the un-named Māori project team members (eg PhD students and Post-Docs yet to be recruited, and un-named representatives from Māori organisations)? > What percentage of the project activity is led or co-led by Māori as co-designers, leaders or kaitiaki of the research? > What best describes the use of Mātauranga Maori in your project? (select one). <ul style="list-style-type: none"> > It does not contain Mātauranga Māori > There is some Mātauranga Māori, but it is not the main science knowledge > There is a balance between Mātauranga Māori and other science knowledge > Mātauranga Māori is the central knowledge system in the project > What percentage of the proposed activities will use a Kaupapa Māori methodology? 	
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EXCELLENCE

<p>*Science Excellence</p>	<p>Describe the excellence of your science by clearly explaining:</p> <ul style="list-style-type: none"> > the science issue or problem you are aiming to address > your overarching science question or hypothesis that addresses the science issue or problem > the relevance of this hypothesis to the issue or problem identified > how your method and high level approach (methodology) will enable the delivery of your research aims > how your research is positioned in the domestic and international research context > how you are leveraging state of the art knowledge and facilities, including through any collaborations with overseas researchers, teams or institutions > the new knowledge, approaches and/or scientific or technological advances that will be enabled by your proposed research > how your approaches or ideas are innovative or novel and identify areas of research stretch > the additional benefits your approach will make possible > what the technical risks are and how will they be managed > the specific needs, opportunities or contributions of Māori knowledge, resources and/or people in the above areas, and explain if not appropriate. <p>You may include images but not hyperlinks, video, or audio files.</p>	<p>400 words</p>
<p>*Team Excellence</p>	<p>Describe the excellence of your team by telling us:</p> <ul style="list-style-type: none"> > the necessary skills and knowledge they have to deliver the proposed activities > any relevant partnerships they have with domestic or international researchers that will help deliver the research and implementation of Vision Mātauranga, if appropriate. > how they will manage the risks associated with the team itself including their complementary skills, knowledge and resources, and succession planning. 	<p>280 words</p>

CONCEPT TEMPLATE FOR SMART IDEAS		
	You may include images, but not hyperlinks, video, or audio files.	
IMPACT		
<p>*Benefit to New Zealand</p> <p>Note: this section is to provide context and will not be scored as part of the Smart Ideas Concepts assessment process</p>	<p>Describe how your research will deliver public benefit to New Zealand by clearly explaining:</p> <ul style="list-style-type: none"> > how your Concept responds to the Investment Signals (in the Endeavour Fund Investment Plan 2022 – 2024), beyond business as usual > the problem to be solved or the opportunity to be taken and how this is important/relevant to New Zealand > the scale and extent of potential benefits from the proposed research > any assumptions used to estimate the type, scale and extent of the potential benefits > how the proposed research gives effect to Vision Mātauranga, including benefits to Māori (iwi, communities/ groups, and/or businesses). <p>You may include images but not hyperlinks, video, or audio files.</p>	280 words
PROJECT DELIVERY		
<p>*Research Plan</p>	<p>Explain:</p> <ul style="list-style-type: none"> > 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. <p>Your Research Plan should be understandable to Assessors, regardless of their specific field of expertise.</p> <p>You may include images but not hyperlinks, video, or audio files.</p>	280 words
<p>*Specialist Resources</p>	<p>Explain:</p> <ul style="list-style-type: none"> > 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, and > evidence the commitment you have around resources. <p>Resource examples include:</p> <ul style="list-style-type: none"> > access to land or ocean resources > high performance “super” computing 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. <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.</p>	280 words

CONCEPT TEMPLATE FOR SMART IDEAS

You may include images but not hyperlinks, video, or audio files.

PROJECT TEAM

***Project Team**

Using the sample Team Table that follows, update/expand on the team information detailed at Registration.

List the key personnel that will be involved and provide supporting CVs.

Key personnel

- > *Science Leaders: the researcher(s) with responsibility for leading science/research and directing the programme.
- > *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.
- > *Contract Manager: the contact person for all proposal or contractual matters.
- > Post-doctoral/early-career researchers: the team members with seven or fewer years' active research experience after receiving a doctoral degree.
- > Students: students involved in the research in order to contribute to their educational qualification.
- > Others: remaining research team members not listed elsewhere.

Sample Team Table

(FTE allocation is not required at this stage) year 1 (you are able to change roles of people in subsequent years)

Role	CV	Email address	Invited to register and enter Diversity data
*#Science Leader	Mandatory	Mandatory	Yes
*#Leader	Mandatory	Mandatory	Yes
*#Key researcher	Mandatory	Mandatory	Yes
Key individual	Mandatory	Mandatory	Yes
*Contract Manager	Not Required	Mandatory	Not Required
Post Doc	Not Required	Not Required	Not Required
Student	Not Required	Not Required	Not Required
Other	Not Required	Not Required	Not Required

These roles will require a minimum 0.15 FTE at Proposal stage as they are 'key' roles. If less than 0.15 FTE please choose another role as they are not considered key below this FTE contribution

As part of MBIE's diversity policy, Science Leaders, Leaders, Key Researchers and Key Individuals will be invited to register separately in the IMS Portal where the following information will be captured:

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

CONCEPT TEMPLATE FOR SMART IDEAS		
	For more information on the collection of diversity information, see MBIE's IMS portal webpage	
SUPPORTING INFORMATION		
Glossary	<p>If appropriate, provide a glossary that explains any acronyms, names, terms or use of Te reo Māori that may be unfamiliar.</p> <p>Your glossary should not exceed two sides of an A4 page.</p> <p>A glossary template can be downloaded from the IMS portal in the Concept's Glossary section.</p> <p>Do not include images, video, or audio files.</p>	
References / Citations	<p>Upload a list of key references/citations that you have used in your Concept. These are uploaded in the IMS portal as separate documents.</p> <p>All text documents (e.g., Excel, Word and PDF) can be uploaded. If uploading 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.</p>	
*Special Ethical and Regulatory Requirements	<p>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 "Not Applicable".</p> <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>	280 words
Conflicts of Interest	Declare any potential conflicts of interest and say why. See page 10 for more details, and the members of the College of Assessors .	

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 field.

For Smart Ideas

For Smart Ideas Full Proposals, the research should expand on that signalled in your Concept and not introduce new research. 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 late March – early April 2022, until 12 noon, Wednesday 18 May 2022.

The submission period 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](#).

For Research Programmes

Full Proposals can be submitted to MBIE in the IMS portal immediately after Registration from Friday 1 October 2021 until 12 noon, Tuesday 1 March 2022.

The date is subject to change. Any change will be notified via [MBIE’s Endeavour Fund Alert e-newsletter](#). It is recommended that you subscribe to the e-newsletter.

See page 33 for more detailed IMS portal information.

	= Sections relevant to Smart Ideas only
	= Sections relevant to Research Programmes only

FULL PROPOSAL TEMPLATE FOR SMART IDEAS AND RESEARCH PROGRAMMES		
<p>Information Required Adhere to word limits where noted. An asterisk (*) indicates mandatory information. Unless specifically requested, do not include URLs. Information provided by way of URL links to websites will not be considered or assessed. IMS will direct you in how to enter your information and upload supporting information. Ensure that your proposal directly addresses the eligibility and assessment criteria and considers the Fund’s investment objectives.</p>		
SUMMARY		
*Proposal Information	Proposal information that you provided at Registration or in your Concept will be auto-populated into your Full Proposal. All contracts begin 1 October 2022.	
*Investment Signals	Select all Investment Signals that your proposal addresses. These signals are used during the portfolio approach so it is important to be accurate and articulate well in your application why your proposal aligns to the selected signals. The full wording of the signals is in the Investment Plan (2022-2024). <ul style="list-style-type: none"> > Whose primary objective is to create new knowledge pathways to support the transition to a low emissions and climate resilient economy. > Support new or existing industries to be knowledge intensive (i.e., are characterised by workforces that are predominantly highly skilled, and which have 	400 words

FULL PROPOSAL TEMPLATE FOR SMART IDEAS AND RESEARCH PROGRAMMES		
	<p>the technology, tools, and resources necessary to create higher value products and services).</p> <ul style="list-style-type: none"> > Not Applicable <p>Explain your selections</p>	
*Impact Category	<p>Applicable for Research Programmes funding only.</p> <p>Validate/update the impact category that most aligns to your proposal.</p> <ul style="list-style-type: none"> > Research Programmes: Protect and Add Value > Research Programmes: Transform <p>Provide a brief explanation of how the proposal aligns to this category</p>	400 words
*Research Keywords	Keywords that you selected at Registration will be auto populated into your Full Proposal and can't be changed.	
*Primary Contact	Validate/update the name, email address and telephone number of your primary contact person. Remember, this contact must have the mandate to discuss the proposal with MBIE officials and must not be the Science Leader.	
*Secondary Contact	Validate/update the name, email address and telephone number of your secondary contact person. Remember, the secondary contact must differ from the primary contact.	
PROPOSAL SUMMARY AND ELIGIBILITY		
*Proposal Summary	The Proposal Summary that you provided at Registration will be auto populated into your Full Proposal and can't be changed.	
*Eligibility	<p>Confirm that your application meets the eligibility criteria set out in the Gazette Notice:</p> <p>Proposals must:</p> <ul style="list-style-type: none"> > 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 2 of the Public Service Act 2020; > be made under an investment mechanism specified in the Schedules to this notice; > 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; > 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. <p>In addition to the above criteria, to be eligible:</p> <ul style="list-style-type: none"> > research proposals can include some out of scope research outcomes (health, defence and expanding knowledge) and remain eligible, as long as the sum of these outcomes is less than 50% of the proposal's outcomes. Note that health includes cost savings to the healthcare system. <p>If you are unsure whether your application meets these criteria, explain why.</p> <p>Please note that Applications determined to be ineligible by the Science Board cannot be awarded funding.</p>	

FULL PROPOSAL TEMPLATE FOR SMART IDEAS AND RESEARCH PROGRAMMES		
*Executive Summary	If applying for Smart Ideas funding, expand on the Executive Summary submitted in your Concept.	560 words
	If applying for Research Programmes funding, summarise the content of the overall objective of your research proposal and how you will achieve it, including: <ul style="list-style-type: none"> > why your research is needed (the issue or problem you are addressing) > what you propose to do (your hypothesis and scientific approach) > the results, impacts or outcomes you expect, how they will be achieved, and who will use or benefit from them. 	
	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. <i>Do not include references, hyperlinks, images, video, or audio files.</i>	
VISION MĀTAURANGA		
*Vision Mātauranga Summary	For Smart Ideas and Research Programmes, answer the following questions: <ul style="list-style-type: none"> > Will this proposal give effect to the Vision Mātauranga Policy, i.e. realise the potential of Māori people, knowledge, and resources? (Yes/No) <ul style="list-style-type: none"> > If yes: How will this proposal give effect to the Vision Mātauranga Policy? In describing impacts to be realised for New Zealand, include the specific activities, outputs and outcomes that will create impact for Māori. > If no: Describe how Vision Mātauranga was considered and the rationale for the position taken. > What percentage of the total personnel costs are attributed to the named Māori project team members? > What percentage of the total personnel costs are attributed to the un-named Māori project team members (eg PhD students and Post-Docs yet to be recruited, and un-named representatives from Māori organisations)? > What percentage of the project activity is led or co-led by Māori as co-designers, leaders or kaitiaki of the research? > What best describes the use of Mātauranga Maori in your project? (select one). <ul style="list-style-type: none"> > It does not contain Mātauranga Māori > There is some Mātauranga Māori, but it is not the main science knowledge > There is a balance between Mātauranga Māori and other science knowledge > Mātauranga Māori is the central knowledge system in the project. > What percentage of the proposed activities will use a Kaupapa Māori methodology? 	500 words
EXCELLENCE		
*Science Excellence	If applying for Smart Ideas funding, expand on the science excellence information submitted in your Concept.	1120 words

FULL PROPOSAL TEMPLATE FOR SMART IDEAS AND RESEARCH PROGRAMMES

	<p>If applying for Research Programmes funding, describe the excellence of your science by clearly explaining:</p> <ul style="list-style-type: none"> > the science issue or problem you are aiming to address > your overarching science question or hypothesis that addresses the science issue or problem > the relevance of this hypothesis to the issue or problem identified > how your method and high level approach (methodology) will enable the delivery of your research aims > how your research is positioned in the domestic and international research context > how you are leveraging state of the art knowledge and facilities, including through any collaborations with overseas researchers, teams or institutions > the new knowledge, approaches and/or scientific or technological advances that will be enabled by your proposed research > how your approaches or ideas are innovative or novel and identify areas of research stretch > the additional benefits your approach will make possible > what the technical risks are and how will they be managed > the specific needs, opportunities or contributions of Māori knowledge, resources and/or people in the above areas, and explain if not appropriate. <p>You may include images but not hyperlinks, video, or audio files. Reference where applicable, not duplicate, information provided in the Methods, Research Plan and Work Programme sections.</p>	
<p>*Team Excellence</p>	<p>If applying for Smart Ideas funding, update/expand on the team information detailed in your Concept. If applying for Research Programmes funding, describe the excellence of your team by telling us:</p> <ul style="list-style-type: none"> > the necessary skills and knowledge they have to deliver the proposed activities > any relevant partnerships they have with domestic or international researchers that will help deliver the research and implementation of Vision Mātauranga > how they will manage the risks associated with the team itself including their complementary skills, knowledge and resources, and succession planning. <p>You may include images, but not hyperlinks, video, or audio files.</p>	<p>560 words</p>
<p>IMPACT</p>		
<p>*Benefit to New Zealand</p>	<p>If applying for Smart Ideas funding, expand on the benefits detailed in your Concept. 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"> > how your proposal responds to the investment signals (in the Endeavour Fund Investment Plan 2022-2024) > the problem to be solved or the opportunity to be taken and how this is important/relevant to New Zealand > the scale and extent of potential benefits from the proposed research > any assumptions used to estimate the type and scale of the potential benefits and their scale and extent > how the proposed research gives effect to Vision Mātauranga, including benefits to Māori (iwi, communities/ groups, and/or businesses). <p>You may include images but not hyperlinks, video, or audio files.</p>	<p>1120 words</p>

FULL PROPOSAL TEMPLATE FOR SMART IDEAS AND RESEARCH PROGRAMMES

<p>*Implementation Pathway(s)</p>	<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"> > 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 > how the pathway specification is appropriate to the stage of research > 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 > 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 > the team’s track record in delivering impact > 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 > how your research is intended to be taken up by end or next users in order to deliver the benefits described in the Benefit to New Zealand section > how you are sure you have freedom to operate in your proposed area of research. <p>You may include images but not hyperlinks, video, or audio files.</p>	<p>1120 words</p>
<p>*Team Impact</p>	<p>Research Programmes only</p> <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"> > draw on team members past experience of applying research findings commercially or non-commercially leading to economic, social or environmental impact > build on the information provided in individual team members CVs > 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. 	<p>560 words</p>
<p>*Post-Contract Outcomes for New Zealand</p>	<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>	<p>280 words</p>
<p>WORK PROGRAMME</p>		
<p>*Impact Statements</p>	<p>Detail your impact statements and for each statement, the applicable research aims and critical steps. In most cases, a single impact statement is sufficient. 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 each 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>140 words for each impact statement, research aim and critical step</p>

FULL PROPOSAL TEMPLATE FOR SMART IDEAS AND RESEARCH PROGRAMMES

	<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> <p>The MBIE Work Programme Agreement will hold contract holders to account for the delivery of Impact Statements.</p>	
RESEARCH PLAN, METHOD & SPECIALIST RESOURCES		
<p>*Research Plan</p>	<p>Explain:</p> <ul style="list-style-type: none"> > 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. <p>If applicable, expand/update the plan detailed in your Concept. Your Research Plan should be understandable to Assessors, regardless of their specific field of expertise.</p> <p>You may include images but not hyperlinks, video, or audio files.</p>	<p>560 words</p>
<p>*Methods</p>	<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"> > your choice of study material(s), sites and/or subject(s); this may also include reasons for not choosing various options > how you plan to collect and manage data such as variables, measurement methods, sampling methods and sample size > how you have considered potential errors (random or systematic) and the methods and strategies you will use to control them > 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 > any analytical advantages enabled by your choice of instrumentation/equipment for data analysis, including your use of statistical methods. <p>Your methods should be understandable to Assessors, regardless of their specific field of expertise.</p> <p>You may include images but not hyperlinks, video, or audio files</p>	<p>1680 words</p>
<p>*Specialist Resources</p>	<p>For Smart Ideas Full Proposals this section will pre populate from Smart Idea Concepts. Please expand and provide more detail.</p> <p>Explain:</p> <ul style="list-style-type: none"> > 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, and > evidence the commitment you have around resources. <p>If applicable, expand/update the plan detailed in your Concept. Resource examples include:</p> <ul style="list-style-type: none"> > access to land or ocean resources > high performance “super” computing facilities > pilot plant facilities > controlled climate laboratories 	<p>560 words</p>

FULL PROPOSAL TEMPLATE FOR SMART IDEAS AND RESEARCH PROGRAMMES

- > 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.

FUNDING REQUESTED AND BUDGET

***Funding Requested**
Note - this section populates the funding details in proposal information section

Specify the funding requested for each impact statement in each year of the work programme. MBIE uses a flat funding model so all years will have the same figures.

***Project Budget**

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.

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.

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

Additional Budget information

If applicable, itemise all other expenditure and identify any other extraordinary expenses.

Examples include koha, contingency funding, costs of gaining required legal or ethical approvals etc.

PROJECT TEAM

***Project Team**

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 Leaders:** the researcher(s) with responsibility for leading science/research and directing the programme.

FULL PROPOSAL TEMPLATE FOR SMART IDEAS AND RESEARCH PROGRAMMES

- > ***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.
- > ***Contract Manager:** the contact person for all proposal or contractual matters.
- > **Post-doctoral/early-career researchers:** the team members with seven or fewer years' active research experience after receiving a doctoral degree.
- > **Students:** students involved in the research in order to contribute to their educational qualification.

Others: remaining research team members not listed elsewhere.

Sample Team year 1 (you are able to change roles of people in subsequent years)

Sample Team Table

Role	CV	Minimum FTE	Email address	Invited to register for and/or enter ORCID iDs	Invited to register and enter Diversity data
*Science Leader	Mandatory	0.15	Mandatory	Yes	Yes
*Leader	Mandatory	0.15	Mandatory	Yes	Yes
*Key researcher	Mandatory	0.15	Mandatory	Yes	Yes
Key individual	Mandatory	Optional	Mandatory	Yes	Yes
*Contract Manager	Not Required	Optional	Mandatory	Not Required	Not Required
Post Doc	Not Required	Optional	Not Required	Not Required	Not Required
Student	Not Required	Optional	Not Required	Not Required	Not Required
Other	Not Required	Optional	Not Required	Not Required	Not Required

- > Please check all years are correct (tabs) or edit as required.
- > For roles that have minimum FTEs, these minimums must be maintained in each year. Project team members must have a total FTE of greater than 0 over the length of the project.
- > 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.

As part of MBIE's diversity policy, Science Leaders, Leaders, Key Researchers and Key Individuals 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

FULL PROPOSAL TEMPLATE FOR SMART IDEAS AND RESEARCH PROGRAMMES

<p>End Users</p>	<p>For each impact statement, list the end users you will have a relationship with and that are involved in your research. For contracting purposes, if an end user is co-funding your research (in cash or in kind) provide these details.</p> <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"> > include organisations, businesses, and sector or community groups including iwi/Māori > be involved in defining the research questions and shaping the work not just involved in the uptake of its findings. 	
<p>International Collaborations / Partnerships</p>	<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"> > the contribution they are making or will make to your proposed research, including any co-funding support > what your proposal will contribute to them > any benefits to New Zealand science in general from the relationship(s). <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>	
<p>Co-funding</p>	<p>Co-funding is not mandatory.</p> <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>Do not include any co-funding from Government research funding sources, or from the applicant organisation, that were allocated for another project or purpose.</p> <p>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"> > Cash 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. > In-kind 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. <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>Subcontracting</p>	<p>For each impact statement and for each year of funding, tell us about any subcontractors that will be involved in delivering the project.</p> <p>Subcontract funding is the amount you plan to spend on work done by other organisations in order to complete your proposed research</p>	
<p>SUPPORTING INFORMATION</p>		
<p>*Public Statement</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</p>	<p>280 words</p>

FULL PROPOSAL TEMPLATE FOR SMART IDEAS AND RESEARCH PROGRAMMES		
	<p>required, publishable contact details that can be used by members of the public and/or the media.</p> <p>Do not include confidential information, references, hyperlinks, images, video, or audio files.</p>	
*Intellectual Property Management	<p>Tell us:</p> <ul style="list-style-type: none"> > how you will identify, protect, and if appropriate share, any intellectual property generated by the research > if the success of your research is dependent on access to existing intellectual property, the agreements you have in place to use it > if you are collaborating with other organisations, any intellectual property management plans in place. <p>You may include images but not hyperlinks, video, or audio files. 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 Endeavour Fund webpages.</p>	560 words
*Special Ethical and Regulatory Requirements	<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 Not Applicable.</p> <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>	280 words
Glossary	<p>If appropriate, provide a glossary that explains any acronyms, names, terms or use of Te reo Māori that may be unfamiliar.</p> <p>Your glossary should not exceed two sides of an A4 page.</p> <p>A glossary template can be downloaded from the IMS portal in the Concept's Glossary section.</p> <p>Do not include images, video, or audio files.</p>	
References / Citations	<p>Upload a list of key references/citations that you have used in your proposal. These are uploaded in the IMS portal as separate documents.</p> <p>These are uploaded in the IMS portal as separate documents.</p> <p>All forms of text 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.</p>	
Conflicts of Interest	<p>Declare any potential conflicts of interest and say why. See page 10 for more details, and the members of the College of Assessors.</p>	
CLASSIFICATIONS		
*Profiling Data	<p>Identify any technologies of special interest relevant to your research project.</p> <p>Further information on MBIE's identification and use of collected information relevant to technologies of special interest is provided on MBIE's webpages.</p>	
*ANZSRC Codes	<p>Field of Research (FOR) and Socio-Economic Objective (SEO) ANZSRC codes that you selected at Registration will be auto populated into your Full Proposal and can't be changed.</p>	

SUBMITTING YOUR REGISTRATION AND 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.

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)

If applying for:	In the IMS Portal you need to:	Submission period	
		From	To
Smart Ideas	1. Register your intent to apply	Friday 1 October 2021	Until 12 noon, Tuesday 2 November 2021
	2. Submit a Concept	Friday 1 October 2021	Until 12 noon Thursday 25 November 2021
	3. If invited, submit a Full Proposal	Late March – early April 2022*	Until 12 noon, Wednesday 18 May 2022
Research Programmes	1. Register your intent to apply	Friday 1 October 2021	Until 12 noon, Thursday 9 December 2021
	2. Submit a Full Proposal	Friday 1 October 2021	Until 12 noon, Tuesday 1 March 2022

*The submission period 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 IMS. If your proposal is being submitted by a university or a Crown research institute, see your research office for additional submission advice.

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.

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.

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

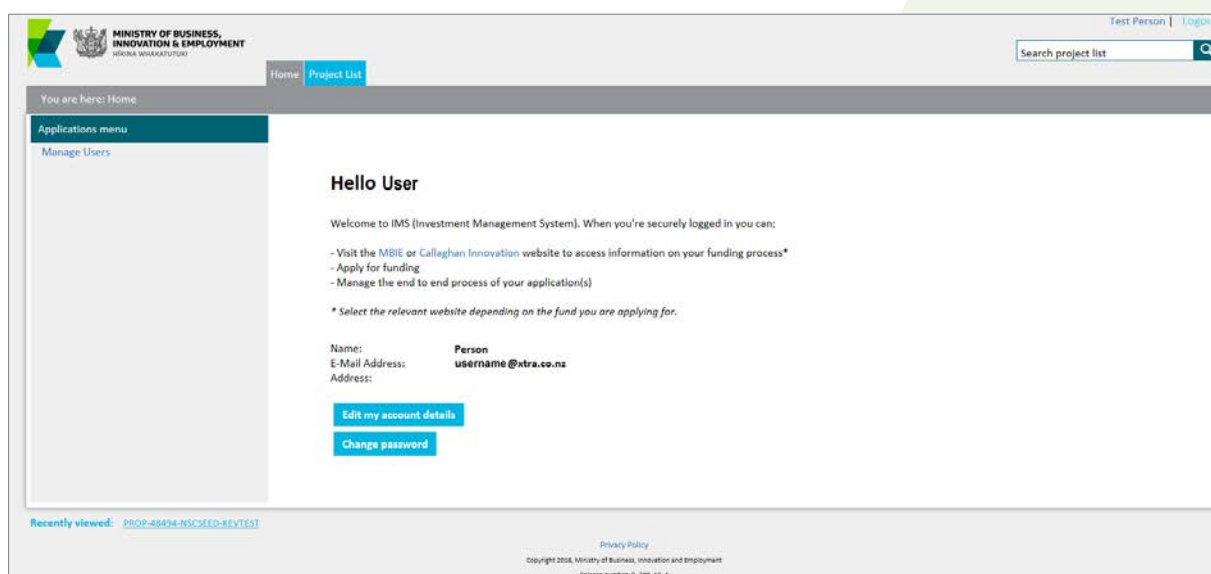
▶ To logout, click the **Logout** hyperlink (*located top right of every tab*).

User Access Roles

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

A...	CAN...
User	<ul style="list-style-type: none"> > 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	<ul style="list-style-type: none"> > 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 > perform QA and submit completed applications to MBIE.

Navigating IMS



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

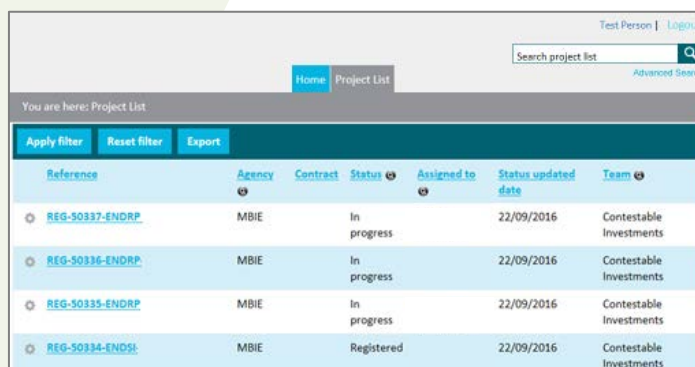
- > manage access for your organisation's personnel
- > maintain your personal details, including your IMS password
- > access your **Project List** (containing the funding applications for your organisation).

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.



The screenshot shows the IMS Project List interface. At the top right, there is a search bar labeled 'Search project list' and a 'Logout' link. Below the search bar, there are tabs for 'Home' and 'Project List'. A breadcrumb trail indicates 'You are here: Project List'. Below this, there are three buttons: 'Apply filter', 'Reset filter', and 'Export'. The main content is a table with the following columns: Reference, Agency, Contract, Status, Assigned to, Status updated date, and Team. The table contains four rows of data:

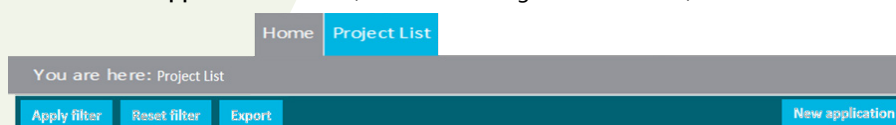
Reference	Agency	Contract	Status	Assigned to	Status updated date	Team
REG-50337-ENDRP	MBIE		In progress		22/09/2016	Contestable Investments
REG-50336-ENDRP	MBIE		In progress		22/09/2016	Contestable Investments
REG-50335-ENDRP	MBIE		In progress		22/09/2016	Contestable Investments
REG-50334-ENDRP	MBIE		Registered		22/09/2016	Contestable Investments

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.

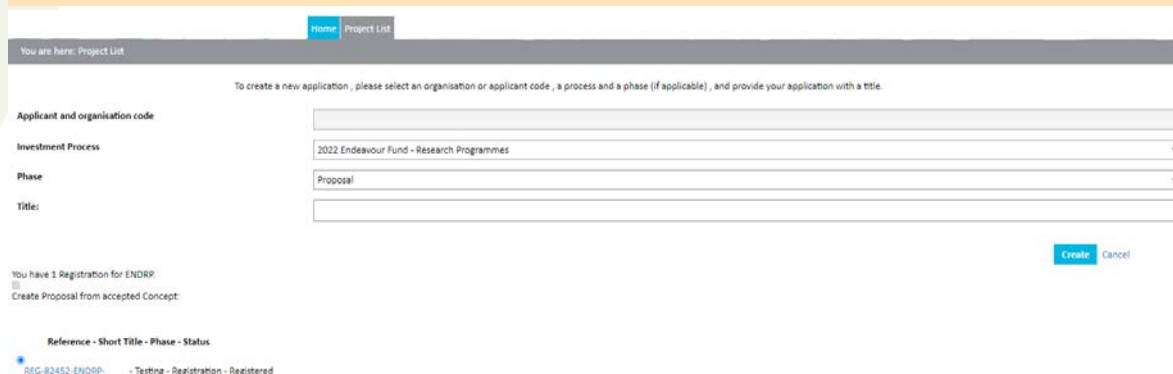
▶ To register or submit a registration, Concept or Full Proposals application in IMS:

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. Select the appropriate fund from the Investment Process drop down menu, either:
 - > 2022 Endeavour Fund – Research Programmes, or
 - > 2022 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.

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



The screenshot shows the 'Create Proposal' form in the IMS system. At the top, there are tabs for 'Home' and 'Project List'. Below the tabs, there is a breadcrumb trail: 'You are here: Project List'. Below the breadcrumb, there is a message: 'To create a new application, please select an organisation or applicant code, a process and a phase (if applicable), and provide your application with a title'. Below this message, there are four input fields: 'Applicant and organisation code', 'Investment Process' (with a dropdown menu showing '2022 Endeavour Fund - Research Programmes'), 'Phase' (with a dropdown menu showing 'Proposal'), and 'Title'. At the bottom right, there are 'Create' and 'Cancel' buttons. Below the form, there is a message: 'You have 1 Registration for ENDRP' and a link to 'Create Proposal from accepted Concept:'. Below this, there is a table with the following columns: Reference, Short Title, Phase, Status. The table contains one row of data:

Reference	Short Title	Phase	Status
REG-82452-ENDRP		Testing - Registration	Registered

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.

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

- 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.

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

Where directed upload 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.

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.

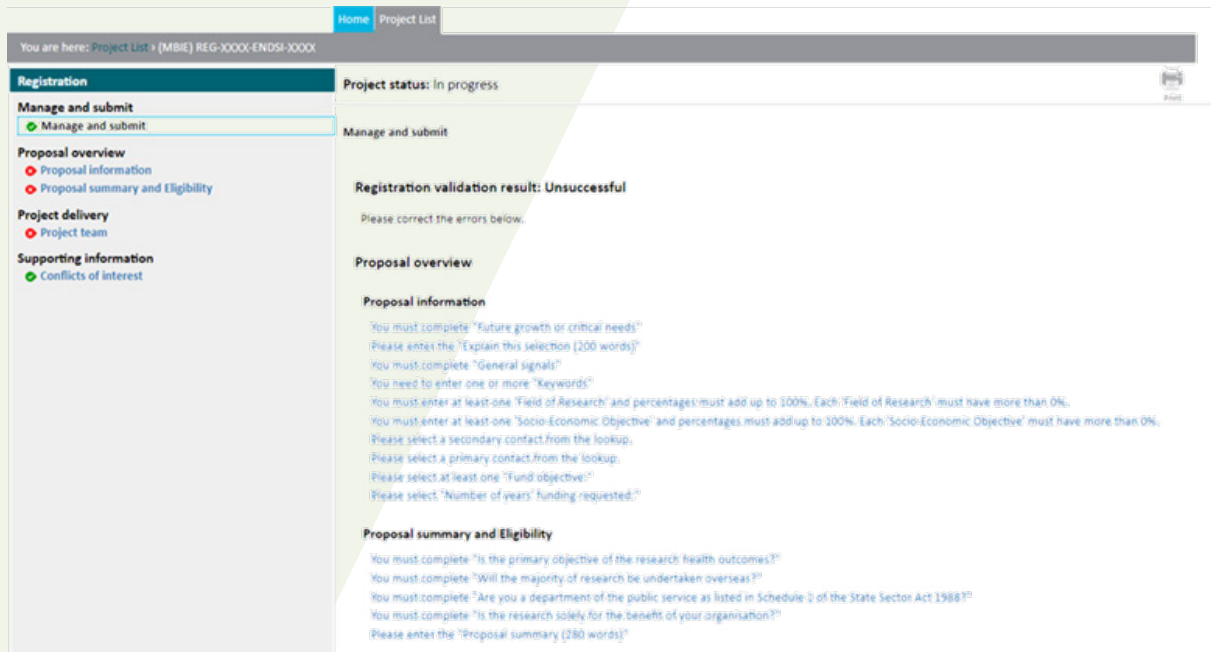
Symbols alongside each section in the navigation panel allow you to easily check the completeness of your submission.




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

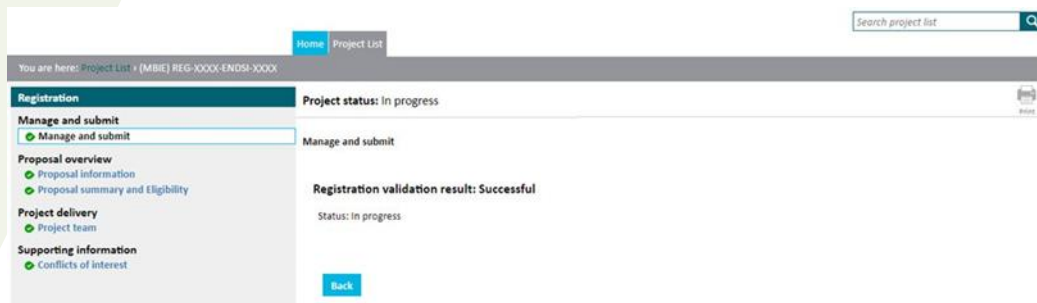
The sections to complete are listed in the left hand navigation panel. You can click these to access the section directly or move through the sections sequentially by completing them and clicking the **Save & next section** button.

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

- > click the **Leave this Page** button to exit the section without saving (*all changes made during that session will be lost*), or
 - > return and 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 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.
10. 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 .
 11. 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.
 12. On achieving a successful validation click the **Submit to QA** button (*Users*) or the **Submit to IMS** button (*Super Users*).



- > 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).
13. 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 phase displays in the **Project** List and at the top of key application screens.

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 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 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 'In Progress' application:

1. Locate and open the application.
2. Click the **more actions** link in the 'Manage and Submit' section.
3. Click the **Make not progressing** button.

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:

4. Click the Advanced Search link (located top right of the Home screen).
5. Click the Configure headers icon.
6. 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.
7. Reorder as required by selecting them and dragging them up or down the list.
8. Click OK and then click the Search button.

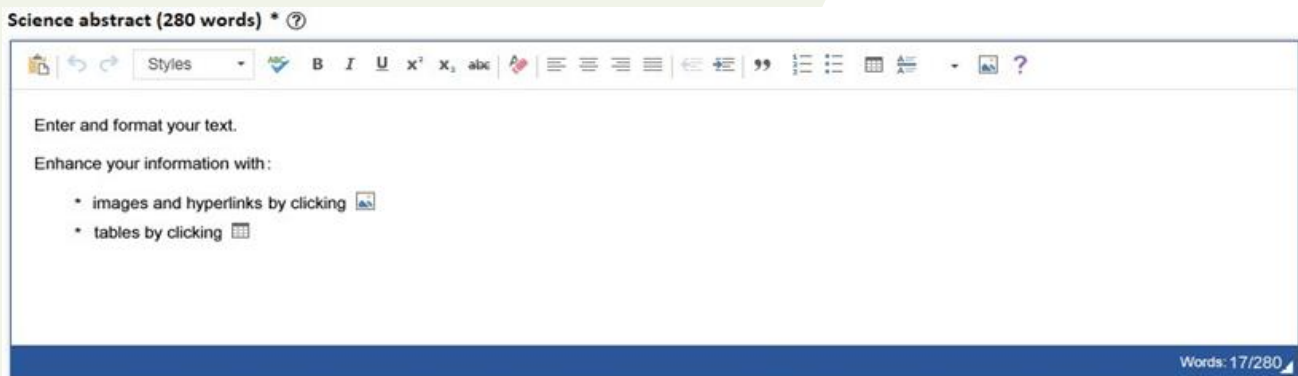
Configure headers

Drag and drop titles to display and order column headers for your view

Available configure headers	Selected configure headers
Investment process name	Contract
Phase	Short Title
Last update	Science leader
Team	Contract manager
Fellow	Due date
Investment type	Status
Term	Report status
Start date	
End date	
Accepted term	
Year 1 req.	
Total req.	
Report submitted date	

OK

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.

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  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:

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:**

1. Select the person and click the Delete button.

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.

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. 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.

The screenshot shows the 'Add new user' form. The breadcrumb trail is 'Home > Project List > Manage users > Add edit user'. The form fields include:

- Selutation: * (Dropdown menu with 'Mr' selected)
- First name: *
- Lastname: *
- Email Address: *
- Job Title:
- Postal Address1:
- Postal Address2:
- Suburb:
- City:
- Postcode:

 At the bottom right, there are 'Create' and 'Cancel' buttons.

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.

The top screenshot shows the 'Registration' application page. The breadcrumb trail is 'Home > Project List'. The page title is 'Project status: In progress'. There are sections for 'Print and submit', 'Summary', and 'Available actions'. A blue button labeled 'Manage users for this application' is visible in the 'Available actions' section.

 The bottom screenshot shows the 'Manage users for this application' dialog. It has a search bar with the text 'Enter a name to search for. You may enter both first and last names.' Below the search bar is a table with columns: 'Name', 'Title', 'First name', and 'Last name'. There are 'Add' and 'Cancel' buttons at the bottom. A blue arrow points from the 'Manage users for this application' button in the top screenshot to the search bar in the bottom screenshot.

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

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 [Alerts](#).

Submit	On or before 12 noon	
Smart Ideas	Registration	Tuesday 2 November 2021
	Concept	Thursday 25 November 2021
	Full Proposal	Wednesday 18 May 2022
Research Programmes	Registration	Thursday 9 December 2021
	Full Proposal	Tuesday 1 March 2022

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 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:

Partnership	genuine partnership with Māori, integrated through the programme
Reciprocity	co-development and contribution each way, sharing of benefits
Empowering Māori	active roles and responsibilities for Māori, contributing to Māori capability.
Creativity	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 2022-2024 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.

A person in a blue jacket and yellow pants stands on a rocky beach, looking out at a large body of water. In the background, there are mountains and a glacier. The scene is captured in a wide-angle shot, emphasizing the vastness of the landscape.

**FOR MORE INFORMATION VISIT US
ONLINE AT WWW.MBIE.GOVT.NZ**

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