



MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT
HĪKINA WHAKATUTUKI

AN OPPORTUNITY TO HOST THE INFECTIOUS DISEASES RESEARCH PLATFORM



2022
CALL FOR
PROPOSALS

New Zealand Government



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

Ministry of Business, Innovation and Employment (MBIE)

Hikina 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.

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AN OPPORTUNITY TO HOST THE INFECTIOUS DISEASES RESEARCH PLATFORM

The Ministry of Business, Innovation & Employment (MBIE) invites proposals from organisations to host the Infectious Diseases Research Platform.

The mission of the Platform is 'To ensure New Zealand has world class research capability to respond to serious infectious disease threats.'

The Infectious Diseases Research Platform

The infectious Diseases Research Platform aims to:

- > Build and coordinate domestic research capability in infectious diseases.
- > Continue to address COVID-19 and other serious infectious diseases in New Zealand.
- > Improve preparedness for future pandemics.
- > Support New Zealand's Health Research Strategy and infectious disease research priorities of key stakeholders and Māori as Treaty partners.
- > Link with international research.

The Platform will ensure New Zealand has world class research capability acting together to maintain our preparedness for future infectious disease outbreaks.

The Platform will help fulfil the Government's Treaty of Waitangi/Tiriti o Waitangi (Tiriti) obligations, and address health inequities. The research will be multidisciplinary, collaborative, and world-class.

The Platform will be funded through the Strategic Science Investment Fund Programmes (SSIF).

The role of the Host

The primary responsibility of the Host will be to coordinate the development of an Infectious Diseases Research Platform Plan that meets the objectives of the Research Platform. In this Call for Proposals we are not assessing a Platform Plan but the capability of the Host to develop one.

The Host will coordinate an open process to develop an integrated research programme, involving a diverse set of partners and stakeholders. While MBIE will contract with a single organisation as Host, we expect collaboration between organisations and researchers in responding to this opportunity. Relevant research partners include:

- > Universities.
- > Crown Research Institutions.
- > Independent Research Organisations with significant biomedical and/or public health research capacity in infectious diseases research.
- > Research organisations with significant capability in health research relevant to Māori and Pacific peoples.

The Host will need to connect with the following groups:

- > Health sector organisations (in particularly, the Ministry of Health, District Health Boards (DHBs), and key people involved in health system transition).
- > Māori and Pacific health providers.
- > Health focused industries.

Funding of up to \$500,000 (excluding GST) is available for the establishment of a Host and development of platform plan. Once the Platform Plan has been agreed and signed off, a further \$35,500,000 (excluding GST) is available to develop and implement the platform over three years.

INVESTMENT OBJECTIVES

The investment objectives of both the Host and the Research Platform are outlined below.

INVESTMENT OBJECTIVES OF THE HOST	INVESTMENT OBJECTIVES OF THE RESEARCH PLATFORM
<ul style="list-style-type: none">> Coordinate the development of a Platform Plan that meets the objectives of the Research Platform in conjunction with key stakeholders and guided by the Platform Establishment Steering Group.> Coordinate priority setting that is consistent with the objectives, principles, and themes/priorities of the Platform, and the funding and term available.> Manage a Platform Plan, once approved by MBIE, guided by the Platform Steering Group in a way that delivers the mission and goals specified above, and consistent with the principles and themes/priorities.	<ul style="list-style-type: none">> Deliver an integrated research programme in partnership with researchers, clinicians, Māori, and New Zealand Pacific Peoples.> Demonstrate research excellence that builds New Zealand's capability in infectious disease research and research translation.> Contribute to international research through collaborations in infectious disease research.> Contribute to strengthened collaboration between researchers, clinicians, health agencies, Māori, and New Zealand Pacific Peoples.> Contribute to improving health outcomes and increasing equity of health outcomes.> Contribute to significantly lifting New Zealand's infectious disease response and management capability.> Addressing key gaps and creating an agile and integrated research and response system.> Contribute to increasing New Zealand's preparedness and readiness for infectious disease outbreaks.

PRINCIPLES CUTTING ACROSS ALL AREAS OF THIS PLATFORM

The principles of the platform are to:

- > Foster connection, create inter-disciplinary world-class research and create a pipeline of research capability.
- > Help fulfil the Government's Tiriti obligations.
- > Embrace novel approaches that are in addition to current capability and outputs.
- > Span research horizons; generating new ideas, develop emerging ideas, and leverage proven ideas.
- > Create a pipeline of new ideas and opportunities to inform public health, clinical policy and practice.
- > Focus on major research questions in priority areas at the frontier of the fight against infectious diseases.
- > Focus on transformative outcomes, which may involve high-risk/high-return research.
- > Contribute to growing an integrated research and response system and not duplicate existing capability.

RESEARCH THEMES

The research has two broad themes spanning public health, social, and biomedical sciences. Research conducted under the Platform must be consistent with these themes.

Theme 1: Improved prevention and control of infectious diseases. This could be achieved through research and understanding:

- > Determinants, transmission, and risk factors.
- > Preparedness in public health and social measures to prevent and control infection.
- > Vaccine research, development, and delivery.

Theme 2: Improved management of and response to infectious diseases. This could be achieved through research:

- > To develop and use a wide range of diagnostics, including genomics.
- > In surveillance and outbreak investigation and control.
- > To develop and deliver therapeutics.

MEETING THE NEEDS AND ASPIRATIONS OF MĀORI

The Platform will help fulfil the needs and aspirations of Māori, and the Government’s Tiriti obligations, through:

- > The Platform co-creating an integrated research programme in partnership with Māori, including Māori researchers and communities, coordinated by the Platform Host.
- > Research seeking to increase equity of health outcomes, and specifically address infectious diseases that affect Māori communities disproportionately.
- > Research programmes expected to include Māori researchers, as well as provide opportunities to develop a diverse set of early-career researchers.
- > Potential providers required to demonstrate how they propose to incorporate Te Ao Māori in the research, delivery of the proposed outreach, and impact.
- > The Vision Mātauranga policy and objectives being incorporated into the assessment criteria (this guides the incorporation of science and innovation potential of Māori knowledge, resources and people).

INVESTMENT OUTCOMES

The investment outcomes of both the Host and the Research Platform are outlined below.

INVESTMENT OUTCOMES OF THE HOST	INVESTMENT OUTCOMES OF THE RESEARCH PLATFORM
<ul style="list-style-type: none"> > An integrated programme of research meeting the Infectious Diseases Research Platform mission, investment goals, principles, and research themes. > A robust and fit for purpose process for developing this integrated programme. > Activities and outputs required to achieve the integrated programme such as: <ul style="list-style-type: none"> > workshops and documentation of their outputs > progress updates and interactions with the Platform Host Steering Group and associated records > interactions with communities and their outputs. 	<ul style="list-style-type: none"> > Workforce pipeline to develop early career, Māori, and Pacific researchers. > Collaborations between domestic and international researchers. > High quality science to contribute to the global knowledge pool and New Zealand’s international reputation. > New Zealand relevant knowledge to address New Zealand specific issues. > Policies adopted by government, community, Māori, and Pacific people’s health and social service providers. > Diverse and equitable research capability and equitable participation in research.

AVAILABLE FUNDING

The total funding available is \$36 million, over three years (2021/22, 2022/23, 2023/24). This timeline may be extended as appropriate to the research platform.

The funding will be split in the following way:

- > Establishment of a host and development of a Platform Plan up to \$500,000 (excluding GST).
- > Delivery of a Research Platform up to a maximum of \$35.5 million (excluding GST).

WHAT WE ARE FUNDING

ESTABLISHMENT PHASE	PLATFORM PHASE
<ul style="list-style-type: none"> > The Host coordinates an establishment leadership team, including an interim Director or co-Directors, which then organises the development of an integrated research programme. > Activities necessary to build an integrated research programme, coordinated and resourced by a Host. > This phase is expected to last up to 6 months. 	<ul style="list-style-type: none"> > Research programmes that deliver against the Platform’s mission and goals, in line with the principles, and within the scope of the research themes. > A portfolio of excellent, high-impact research. > Mechanisms for connecting research, end-users, and communities for impact. > Research leadership and management.

HOW THE FUNDING CAN BE USED

WHAT IS FUNDABLE	WHAT IS NOT FUNDABLE
<ul style="list-style-type: none"> > Research programmes with a primary focus or outcome related to the health and wellbeing of New Zealanders affected by infectious diseases. > Research concentrating on developing emerging ideas, leading to ideas that can be leveraged, with some allowance for generating new ideas. > Research aligned to current projects funded elsewhere in New Zealand, creating complementary research. > Research programmes with a focus within the priority areas. > Collaborative programmes involving the best of New Zealand’s expertise in infectious diseases research and well-linked to international best practice research. > Building a pipeline of researchers able to participate in mission-oriented infectious diseases research, including opportunities for early-career researchers. > Research programmes targeting health inequities in New Zealand, and ensuring representation from a diverse set of New Zealand’s communities. > Costs directly related to the research programme and for connecting with end-users and communities for impact. 	<ul style="list-style-type: none"> > Implementing existing research that is close to being put into use (e.g. close to application in the health system or commercial products or services). > Research that is funded through other New Zealand funding mechanisms or agencies. > Research programmes primarily focused outside the priority area including applications primarily for animal or environmental health. > A large part of the research portfolio funded through contestable processes. > Discrete or unconnected projects. > Projects that don’t develop the infectious disease research workforce and researchers’ ability to interact with key stakeholders. > Research that could result in entrenching health inequities. > Capital expenditure for any equipment or assets with a life beyond the term of the research programme.

ELIGIBILITY CRITERIA

For a proposal to be considered for assessment, it must meet the eligibility criteria set out below. Applications not meeting any of these criteria will be declined for funding on eligibility grounds.

The Host will:

- > Be a New Zealand-based Research Organisation or a New Zealand-based legal entity representing a New Zealand-based Research Organisation.
- > Not be a department of the public service as listed in Schedule 2 of the Public Service Act 2020.
- > Meet any applicable timing, formatting, system, or other similar administrative requirements outlined in this Call for Proposals for a Host.
- > Agree to the terms and conditions of the funding set out in the draft Funding Agreement for an establishment of a Host phase.

APPLICATION AND ASSESSMENT PROCESS

This section outlines the proposal and assessment process, and timeline for this investment.

APPLICATION TIMELINE

The following details the processes in the application timeline.

DATE	KEY ACTIVITY
3 November until 5pm 26 November 2021	Proposal submission period
No later than 10 December 2021	Applicants are advised of outcome
December 2021/January 2022	Establishment contract period begins
March to May 2022	Final assessment and contracting
May 2022	Announcement of successful applicant
1 June 2022	Platform contracts period begins

*All dates are NZ Standard Time
Any change to key dates will be notified via an [Alert](#) e-mail.*

APPLICATION PROCESS

Applicants are required to complete their proposals using the [proposal template](#). Proposals need to be emailed as an attachment to SSIF.investments@mbie.govt.nz by 5pm 26 November 2021.

Before developing your proposal, you are encouraged to consider the eligibility criteria, the assessment criteria, and the terms and conditions relating to this Call for Proposals.

The proposal application on page 12 provides guidance on how to prepare your proposal and the information you need to provide.

Submitting your Platform Plan

After the selection of a Host, the Host will submit their Platform Plan to MBIE for Negotiation. Details on how to do this will be provided to the successful Host later.

The successful Host will be provided with additional guidance documents to help them develop the Platform Plan and include:

- > A Guide to Preparing a Platform Plan
- > Assessment Guidelines for a Platform Plan.

KEY REFERENCES

When developing your proposal, we encourage you to consult the following key references:

- > The [Strategic Science Investment Fund Investment Plan 2017-2024](#) outlines the Government's strategy for its science investment.
- > The [Strategic Science Investment Fund Performance Framework](#) outlines the fundamental elements of performance and reporting within the Strategic Science Investment Fund.
- > The [National Statement of Science Investment 2015-2025](#) details the Government's 10-year vision for New Zealand's science system.
- > The [Vision Mātauranga Policy](#) outlines the Government's policy framework that aims to unlock the innovation potential of Māori knowledge, resources, and people to assist New Zealanders to create a better future.
- > [MBIE's Diversity in Science Statement](#) sets out government's ambition to promote diversity in science and research.
- > The Platform mission, investment goals, principles and research priority themes are aligned to the [Health Research Strategy](#) and the [New Zealand Health Research Prioritisation Framework](#).
- > Any other government sector specific strategy document as relevant to the research.
- > [Host Assessment Guidelines 2022](#).
- > [Proposal template](#) for your response.
- > [Funding Agreement Template](#).
- > Our [webpages](#) for this Hosting opportunity.

Please ensure you are familiar with relevant Ministry of Health strategies relating to infectious diseases. Currently for COVID-19 these include:

- > [COVID-19: Surveillance strategy](#)
- > [COVID-19: Elimination strategy for Aotearoa New Zealand](#).

ASSESSMENT CRITERIA

MBIE's Host SSIF Assessment Panel will select a successful proposal by consensus among the Panel members. In order to be successful, all questions in the application must be adequately addressed by the applicant. Applicants will be assessed on each of the criteria (below) and scored either:

- > Excellent.
- > Good but some gaps.
- > Insufficient.

MBIE's Host SSIF Assessment Panel will consider the following criteria:

- > The proposed Host's track record in developing and maintaining good, collaborative relationships with research organisations, with specific interest in its relationships with Māori and Pacific Peoples groups and organisations.
- > The extent to which the proposal demonstrates that the proposed Host can coordinate and support the development of a large-scale, integrated, and collaborative programme of research.
- > The credibility of the proposed Host's plan to carry out that coordination (taking into account past performance, credibility of the project team, and the proposed plan).
- > The extent to which the Host has identified partners, including Māori and Pacific Peoples partner organisations, who can provide current and future capability for a Platform of infectious diseases research, and the state of those partnerships.
- > The experience, reputation, expertise, transdisciplinary, and diversity of people that the proposed Host identifies to lead that coordination.
- > The mechanisms the Host will use to identify and select research activities with its diverse partners and guided by the Platform Establishment Steering Group for incorporation into the Platform.
- > The extent to which the proposal demonstrates that the Host can manage a contract that facilitates collaborative relationships over the life of the Platform.
- > The extent to which the proposal demonstrates that the Host can provide services to the Platform.

Applicants will also be scored on the overall match of the proposal criteria and given a rating of either:

- > Has met all criteria
- > Has met or near most criteria
- > Hasn't met criteria, insufficient, or missing information.

Assessment criteria for the approval of the Platform plan will be provided to the successful Host.

CONFLICTS OF INTEREST

The names of the Host SSIF Assessment Panel will be advised via our [webpages](#). If you identify that an Assessor has an actual, potential, or perceived direct or indirect conflict of interest, you must notify us by emailing SSIF.investment@mbie.govt.nz with the details for further discussion.

Conflicts of interest may occur on two different levels:

- > A **direct** conflict of interest; where an Assessor is:
 - > directly involved with a proposal (*as a participant, manager, mentor, or partner*) or has a close personal relationship with the applicant, for example, family members, or
 - > a collaborator or in some other way involved with an applicant's proposal.
- > An **indirect** conflict of interest; where an Assessor:
 - > is employed by an organisation involved in a proposal but is not part of the applicant's proposal
 - > has a personal and/or professional relationship with one of the applicants, e.g., an acquaintance
 - > is assessing a proposal under discussion that may compete with their business interests.

PRIVACY

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

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

MEETING THE NEW ZEALAND GOVERNMENT DATA REQUIREMENTS

We are committed to ensuring that all science data generated through its investments meets minimum expectations of good data management and public availability. If you receive funding, we expect you to comply with the [New Zealand Government Open Access and Licensing Framework](#). This framework advocates the use of Creative Commons¹ licences.

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

FUNDING DECISION AND CONTRACTING

SELECTION OF THE HOST

MBIE's Deputy Secretary, Labour, Science and Enterprise will make the final investment decisions on the selection of a Host. Recommendations to the Deputy Secretary will be developed and approved by the Host SSIF Assessment Panel, through its Chair, the General Manager of Science Systems Investments and Performance (Dr Prue Williams). The decision and recommendations may also:

- > Set pre-contract conditions which must be met before the investment is contracted.
- > Set special conditions in addition to the general terms and conditions set out in the Funding Agreement.
- > Vary the proposed term of a proposal/project.
- > Vary the funding allocated from that proposed and require that the proposed implementation plan be negotiated to MBIE's satisfaction to reflect the changed funding.
- > Decline to fund any proposals.

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

If no expression of interest adequately addresses the assessment criteria, the Assessment Panel may negotiate a revised expression of interest.

The Host selection, Platform development, and eventual Platform operation will be overseen at all steps by MBIE as contract managers, with input from the Ministry of Health, and guided by the Platform Establishment Steering Group and Platform Steering Group.

Both Steering Groups will be convened by MBIE, with input from the Ministry of Health. The role of the Steering Groups will be governed by Terms of Reference approved by MBIE.

The primary role of the Platform Establishment Steering Group is to oversee the development of an integrated research programme coordinated by the Platform Host, which will form a Platform Plan. The Establishment Steering Group will provide advice and oversight to the Host and participating members.

The primary role of the Platform Steering Group is to oversee the implementation of the Platform Plan. The Platform Steering Group will provide advice and oversight to the Host and participating members.

Both Steering Groups will be accountable to MBIE.

APPROVAL OF THE PLATFORM PLAN

The Host will coordinate the development of, with its partners, a draft and final Platform Plan. The Host and partners will be guided by the Platform Steering Group during this development.

Members of the Platform SSIF Assessment Panel:

- > Will be drawn from the Host SSIF Assessment Panel.
- > Will include additional scientific expertise relevant to the proposed research plan of the Platform (as developed with guidance from the Establishment Steering Group) that this Platform will interact with.

The assessment is a negotiated process. The Platform SSIF Assessment Panel will assess and provide feedback on a draft Platform Plan and following revisions, until a final Platform Plan is agreed. The Deputy Secretary Labour, Science and Enterprise will make the final decision on recommendations by the Platform SSIF Assessment Panel. If accepted, the Platform Plan will form the basis of a contract between MBIE and the Host.

CONTRACTING TERM AND PROCESS

There are two phases to this opportunity.

Phase 1: Selection and Establishment of the Host, and development of the Platform Plan

This phase begins with the selection and establishment of a Host and provides time and funding for the Host to develop and negotiate a Platform Plan, including a portfolio of research programmes.

This phase ends once the Platform Plan is approved by the Platform SSIF Assessment Panel and Platform Steering Group.

We expect this phase to take six months or less. Our expected timeline is:

- > Establishment Contract with Host mid-December 2021
- > Draft Platform Plan due mid-March 2022
- > Final Platform Plan due mid-April 2022
- > Signoff on the Platform Plan by the end of May 2022

The amount of funding for this phase is \$500,000 (Excluding GST) in an up-front payment of the full amount on signing of the Establishment Investment contract.

Phase 2: Implementation of the Platform

Phase 2 begins once Platform Plan is agreed and signed-off. The contract is expected to be 3 years (to be determined exactly in negotiation with Host). This contract will begin once the Platform SSIF Assessment Panel and Platform Steering Group agree to a research programme portfolio.

Our expected timeline is:

- > Full contract begins at the beginning of June 2022.
- > End date TBC.

The amount of funding for this phase is \$35,500,000 (excluding GST). Payment is by automatic monthly payments.

REPORTING

Platform development phase

The Platform Host will provide progress updates to the Platform Establishment Steering Group.

The Host selection, Platform development, and eventual Platform operation will be overseen at all steps by MBIE as contract managers, with input from the Ministry of Health, and guided by the Platform Establishment Steering Group and Platform Steering Group.

Both Steering Groups will be convened by MBIE, with input from the Ministry of Health. The role of the Steering Groups will be governed by Terms of Reference approved by MBIE.

The primary role of the Platform Establishment Steering Group is to oversee the development of an integrated research programme coordinated by the Platform Host, which will form a Platform Plan. The Establishment Steering Group will provide advice and oversight to the Host and participating members.

The primary role of the Platform Steering Group is to oversee the implementation of the Platform Plan. The Platform Steering Group will provide advice and oversight to the Host and participating members.

Both Steering Groups will be accountable to MBIE.

Full contract phase

Reporting for the full contract phase will be in-line with the SSIF Performance Framework and include:

- > Annual Update – forward looking plan for strategy and the upcoming year’s plans.
- > Progress Report – past focused report of the previous year’s activity and achievement. The report is based around a set of performance Key Performance Indicators (KPIs), which will be negotiated with the Platform.

MONITORING

Platform development phase

To capture and monitor success during the Platform development phase:

- > The Host will maintain open lines of communication with MBIE.
- > The Host will meet with the Platform Establishment Steering Group at least once every two months and provide information on progress in developing the integrated research programme.
- > The Host will prepare a communications plan to ensure an open process with the relevant sectors. MBIE will approve the plan before it is implemented.

Full contract phase

To capture and monitor success during the full contract phase:

- > Standard SSIF reporting and monitoring rules apply. KPIs will be negotiated with the Platform Host, against which the performance will be monitored.
- > Reporting will allow for MBIE to monitor and report on equity of outcomes and diversity of MBIE-funded research.
- > The Host will submit a plan for the next year of the Platform (annual update) to MBIE, prior to the end of the financial year.
- > The Host will submit a report against the previous financial year’s progress against KPIs and goals (progress report), following the end of the financial year.
- > A Platform Steering Group consisting of members representing science expertise, MBIE, Ministry of Health, and potentially any other relevant bodies will meet regularly to monitor performance and strategy of the Platform. The Platform will primarily receive strategic direction from this steering group.
- > MBIE may also choose to hold formal strategic discussions with the Platform.

We expect the research outlined the final Platform Plans to be collaboratively identified in workshops involving key researchers and stakeholders and agreed prior to submission of each Plan.

MBIE is willing to provide guidance and logistic support to the Platform Host for an initial workshop in Wellington in December 2021, or January 2022, to initiate strategic thinking about impacts for the Interim Platform Plan. After approval of the Interim Plan, a series of consultations to collaboratively identify research programmes that will address the science priorities, convened by the Platform Host with MBIE participation, will contribute to the development of the Final Platform Plan.

FURTHER INFORMATION

Email Application queries: SSIF.investment@mbie.govt.nz

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

You can also subscribe to our [Alert](#) e-mail

PREPARING YOUR FUNDING APPLICATION

The application form below provides you with the information you should cover in your proposal for the investment opportunity to Host the Infectious Diseases Research Platform. This is a guide and is not intended to constrain the information you provide. Use it to help gather the information you need to formulate your proposal and use the [proposal template](#) to complete your response.

Your proposal needs to:

- > Be completed in Word using the [proposal template](#)
- > Sent by email as an attachment to SSIF.investment@mbie.govt.nz
- > Be submitted to MBIE no later than **5pm, 26 November 2021**.

These dates are subject to change. Any change will be notified via an [Alert](#) e-mail.

OPPORTUNITY TO HOST THE INFECTIOUS DISEASES RESEARCH PLATFORM PROPOSAL APPLICATION

Information Required

Information should be provided in text, however pictures, graphs, and hyperlinks may be used sparingly as needed.

Please use sub-headings in your proposal under each of the categories.

Please limit your application to about 12 A4 page sides (about 300 words for each answer). Brevity is appreciated where possible.

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

SECTION 1: PROPOSAL AND APPLICANT INFORMATION

Organisation name and details	Provide information on: <ul style="list-style-type: none"> > Your organisation name > Location > Website link
Primary Contact	Provide the name, email address and telephone number of your primary contact person of the Host organisation. This contact must have the authority to discuss your proposal with us and will receive MBIE communications and updates.
Secondary Contact	Provide a name, email address and telephone number of a second contact person. This secondary contact must differ from the primary.

SECTION 2: ELIGIBILITY

Confirm that your proposal is eligible to be assessed by meeting all of the criteria below:

- > The applicant organisation is a New Zealand-based Research Organisation or a New Zealand-based legal entity representing a New Zealand-based Research Organisation.
- > The applicant organisation is not represent a department of the public service as listed in Schedule 2 of the Public Service Act 2020?
- > The applicant organisation and proposed management are able to meet any applicable timing, formatting, system, or other similar administrative requirements imposed by MBIE in the Call for Host document.
- > The applicant organisation and proposed management are able to adhere to the terms and conditions of funding set out in a Funding Agreement for an establishment phase and full phase determined by MBIE.
- > All eligibility criteria to host this Platform are met, and this application is approved by the executive of the applicant organisation Yes / No

If you do not meet all these criteria, you are not eligible to host this Platform. You may still be involved through the final Platform plan, coordinated by the Host.

OPPORTUNITY TO HOST THE INFECTIOUS DISEASES RESEARCH PLATFORM PROPOSAL APPLICATION

Information Required

Information should be provided in text, however pictures, graphs, and hyperlinks may be used sparingly as needed.

Please use sub-headings in your proposal under each of the categories.

Please limit your application to about 12 A4 page sides (about 300 words for each answer). Brevity is appreciated where possible.

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

SECTION 3: PUBLIC STATEMENT (200 WORD LIMIT)

Please provide a public statement written in an engaging manner using language easily understandable by the general public. Check that your statement includes:

- > The aims and outcomes of the Infectious Diseases Research Platform.
- > How the Infectious Diseases Research Platform aims and outcomes will be delivered.
- > The name and location of the Host organisation.
- > Contact details for more information that can be used by the public and/or the media.

Do not include confidential information, references, images, video, or audio files.

If your proposal is funded, your public statement will be published on MBIE's webpages and may be used in the public arena.

SECTION 4: PROVIDE EVIDENCE OF YOUR ELIGIBILITY AND ABILITY TO HOST THE PLATFORM

Answer the following questions and provide us with details on the following:

- > Who (organisations, and key high-level participants) are the participating Platform parties?
- > How will these parties interact?
- > Which organisation will act as primary host, for purposes of interacting with MBIE oversight, and providing a stable base for receipt of funding?
- > Provide details to explain how this decision was reached.
- > How do the objectives of the Platform align with the proposed Host strategy?
- > Who will author the Platform plan? Note that this person will not necessarily be the director of the Platform, after the establishment phase is concluded.
- > Describe your plans for the establishment of advisory groups that will deliver the intent of strategic science investment, as outlined in the SSIF Investment Plan: 2017-2024.
- > How will research support infrastructure (e.g. support from a research office) be provided to the Platform?
- > How will responsibility for the Platform performance be managed?

SECTION 5. DETAIL HOW YOU WILL DEVELOP A PLATFORM PLAN

Answer the following questions and provide us with details on the following:

- > How will your process embed the aspirations of Māori, and help fulfil Tiriti obligations?
- > How will your process provide opportunities for a diverse team and early career researchers?
- > At a high level, how will key research impacts be delivered from a Platform of strategic research that addresses the objectives, research themes, and principles outlined in the call for proposals?
- > Describe your plan to work with the sector to bring a 'best team' approach to the Infectious Diseases Research Platform.
- > Describe your plan to connect the Infectious Diseases Research Platform with relevant communities, clinicians, officials, agencies, and other organisations.
- > How will your process ensure themes, goals, and principles of the Platform are addressed in the Platform Plan, and eventual delivery of research?
- > At a high-level, how will you plan a process to build innovation, interdisciplinary capability, and new capabilities for New Zealand in addressing infectious diseases?

OPPORTUNITY TO HOST THE INFECTIOUS DISEASES RESEARCH PLATFORM PROPOSAL APPLICATION

Information Required

Information should be provided in text, however pictures, graphs, and hyperlinks may be used sparingly as needed.

Please use sub-headings in your proposal under each of the categories.

Please limit your application to about 12 A4 page sides (about 300 words for each answer). Brevity is appreciated where possible.

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

SECTION 6: OTHER INFORMATION

Health and safety	Describe how you will ensure that you manage any health and safety issues that may arise during the term of the Funding Agreement.
Privacy and ethics	Identify any relevant privacy-related and ethical obligations that may arise and how these will be managed. Reference should at a minimum be given to the Privacy Act 2020 and ethical practices relevant to research, and to the media.
Intellectual property	Outline how you will identify, protect, and share any intellectual property generated through the delivery of the Infectious Diseases Research Platform to ensure maximum benefit to New Zealand. This includes management of intellectual property between collaborators and contract partners, including MBIE.
Conflicts of interest	Declare any potential conflicts of interest and say why. This may include possible conflicts with Assessors or MBIE employees or contacts.

TERMS AND CONDITIONS RELATING TO THIS CALL FOR PROPOSALS

You must submit your proposal by **5pm, 26 November 2021**, or as notified through MBIE Alerts.

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

1. General

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

2. Investigations and reliance on information

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

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

3. Reliance by applicants

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

4. Reliance by MBIE

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

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

5. Inducements

5.1 You must not directly or indirectly provide any form of inducement or reward to any assessment panel member, officer, employee, advisor, or other representative of MBIE in connection with this Call for Proposals.

5.2 Business-as-usual communications (relating to funding under existing arrangements between MBIE and your organisation) will be maintained with the usual contacts. However, during the Call for Proposal process, you must not use business-as-usual contacts to solicit or discuss details of this Call for Proposals or any application you have, or intend to, submit, with any person at MBIE or its agents, including the assessment panel members.

6. Ownership and intellectual property

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

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

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

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

7. Confidentiality

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

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

7.3 You acknowledge that MBIE's obligations under paragraph 7.1 are subject to requirements imposed by the Official Information Act 1982 (OIA), the Privacy Act 2020, parliamentary and constitutional convention and any other obligations imposed by law. Where MBIE receives an OIA request that relates to your Confidential Information, MBIE will consult with you and may ask you to explain why the information is considered by you to be confidential or commercially sensitive.

8. The proposal process

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

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

9. No contractual obligations created

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

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

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

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

10. No process contract

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

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

11. Exclusion of liability

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

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

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

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

12. Costs and expenses

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

13. Governing law and jurisdiction

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

14. Disclosure of information

14.1 MBIE may make public the following information:

- > The proposal title
- > The name of the applicant (the Contracting organisation)
- > The public statement (as provided in the proposal)
- > The total amount of funding provided
- > The contract number (if funded)
- > The contract start and end dates (if funded)
- > The contract status (if funded)

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

A photograph of moss-covered rocks in a stream, tilted diagonally. The rocks are large and rounded, covered in vibrant green moss. A small stream flows through the rocks, creating white water. The background shows more rocks and some green foliage.

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