# An Opportunity to host the infectious diseases research platform

## Proposal Template

Use this template to respond to this opportunity to Host the Infectious Diseases Research Platform This is a guide and is not intended to constrain the information you provide.

|  |
| --- |
| **Your proposal needs to:**   * Be completed in Word in this template * Sent by email as an attachment to [SSIF.investment@mbie.govt.nz](mailto:SSIF.investment@mbie.govt.nz) * Be submitted to MBIE no later than **5pm, 26 November 2021**. * 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.   These dates are subject to change. Any change will be notified via an [Alert](https://confirmsubscription.com/h/r/518BD57FB2880987) e-mail. |

| **opportunity to Host the Infectious diseases research platform proposal template** | | |
| --- | --- | --- |
| Section 1: Proposal and applicant information | | |
| Organisation name and details | Provide information on:   * Your organisation name * Location * Website link | |
| *Your response* | |
| 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. | |
| *Your response* | |
| Secondary Contact | Provide a name, email address and telephone number of a second contact person. This secondary contact must differ from the primary. | |
| *Your response* | |
| Section 2: Eligibility | | |
| Confirm that your proposal is eligible to be assessed by meeting all of the criteria below: | | Answer Yes or No to each question |
| * 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. | | |
| *Your response if you do not meet any of the eligibility criteria* | | |
| 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. | | |
| *Your response* | | |
| 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?** | | |
| *Your response* | | |
| **How will these parties interact?** | | |
| *Your response* | | |
| **Which organisation will act as primary host, for purposes of interacting with MBIE oversight, and providing a stable base for receipt of funding?** | | |
| *Your response* | | |
| **Provide details to explain how this decision was reached.** | | |
| *Your response* | | |
| **How do the objectives of the Platform align with the proposed Host strategy?** | | |
| *Your response* | | |
| **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. | | |
| *Your response* | | |
| **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.** | | |
| *Your response* | | |
| **How will research support infrastructure (e.g. support from a research office) be provided to the Platform?** | | |
| *Your response* | | |
| **How will responsibility for the Platform performance be managed?** | | |
| *Your response* | | |
| 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?** | | |
| *Your response* | | |
| **How will your process provide opportunities for a diverse team and early career researchers?** | | |
| *Your response* | | |
| **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?** | | |
| *Your response* | | |
| **Describe your plan to work with the sector to bring a ‘best team’ approach to the Infectious Diseases Research Platform.** | | |
| *Your response* | | |
| **Describe your plan to connect the Infectious Diseases Research Platform with relevant communities, clinicians, officials, agencies, and other organisations.** | | |
| *Your response* | | |
| **How will your process ensure themes, goals, and principles of the Platform are addressed in the Platform Plan, and eventual delivery of research?** | | |
| *Your response* | | |
| **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?** | | |
| *Your response* | | |
| 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. | |
| *Your response* | |
| Privacy and ethics | Identify any relevant privacy-related and ethical obligations that may arise and how these will be are managed. Reference should at a minimum be given to the Privacy Act 2020 and ethical practices relevant to research, and to the media. | |
| *Your response* | |
| 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. | |
| *Your response* | |
| Conflicts of interest | Declare any potential conflicts of interest and say why. This may include possible conflicts with Assessors or MBIE employees or contacts. | |
| *Your response* | |