



MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT
HĪKINA WHAKATUTUKI

ENVIROLINK SCHEME TOOLS DEVELOPMENT FUNDING

ASSESSMENT GUIDELINES 2022

New Zealand Government



**MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT**
HĪKINA 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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INTRODUCTION	2
YOUR ROLE IN THE ASSESSMENT PROCESS	3
Confidentiality and Privacy	3
Official Information Act 1982	3
Conflicts of Interest	3
What is Considered a Conflict of Interest?	3
Reporting Identified Conflicts	4
THE ASSESSMENT PROCESS	5
Key Dates	5
Time Commitment	5
How and When Proposals are Assigned	5
Recommendations and Funding Decisions	5
PERFORMING ASSESSMENTS	6
Assessment Criteria and Scoring Guides	7
ENVIRONMENTAL BENEFITS TO NEW ZEALAND	8
SCIENCE AND TECHNOLOGY BENEFITS	9
ABILITY TO DELIVER RESEARCH, SCIENCE, AND TECHNOLOGY OUTPUTS	10
IMPLEMENTATION PATHWAY	11
VIEWING ASSIGNED PROPOSALS AND RECORDING ASSESSMENTS	12
Accessing IMS	12
Accepting/Declining Assigned Proposals	13
Viewing and Printing Assigned Proposals	14
Recording Preliminary Assessments	14
Updating Your Details in IMS	16

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INTRODUCTION

Tēnā koutou

Thank you for agreeing to assess proposals submitted for funding from the Envirolink Tools Development 2022-2023 investment round.

The Envirolink Scheme is managed by New Zealand's Ministry of Business, Innovation and Employment (MBIE) to provide regional councils with advice and support for research on identified environmental topics and projects. Investment is made through two mechanisms:

- > Advice grants: adapting management tools to local needs.
- > Tools Development: develop or adapt new and/or existing resource management tools for use by more than one council.

These guidelines detail what is involved in assessing Tools Development proposals and the role that you will play in this process. We have selected you and other Assessors based on your knowledge and experience. You have not been selected to represent a particular organisation or sector.

Your expert assessment of proposals is a critical aspect of our investment process, as it forms the basis of our funding recommendations.

If you have any questions, feel free to contact us:

General Envirolink queries: envirolink@mbie.govt.nz
IMS queries: imssupport@mbie.govt.nz
Phone: 0800 693 778 (Monday to Friday, 8:30am to 4:30pm)

The Envirolink scheme's objectives are to:

- > improve science input to the environmental management activities of regional councils
 - > increase the engagement of regional councils with the environmental RS&T sector
 - > contribute to greater collective engagement between councils and the science system generally.
-

YOUR ROLE IN THE ASSESSMENT PROCESS

Your role as an Assessor is to assess, score, and rank Envirolink Tools Development proposals submitted for funding through the Envirolink Scheme. Your responsibilities include:

- > Declaring any conflicts of interest and adhering to our confidentiality and privacy policies.
- > Reading and assessing accepted assigned proposals, allocating preliminary scores (*using a 7-point scoring system against the assessment criteria*), and then recording your scores, supporting commentary, and funding recommendation in our Investment Management System (IMS) – a secure online portal.

CONFIDENTIALITY AND PRIVACY

To ensure confidentiality, you must:

- > Ensure the safekeeping of all proposals and related documents (*e.g., workbooks, notes, etc.*).
- > Destroy any remaining documentation or return it to us at the end of the assessment process.
- > Not correspond with or discuss the contents or assessment of any proposal with the applicant or any other party. If an applicant contacts you about a proposal:
 - > direct them to us (envirolink@mbie.govt.nz), and
 - > email us with the details of your contact.
- > Not use any confidential information for any purpose other than assessment.

You must agree to adhere to our confidentiality and privacy policies which apply to all personal information collected by us in IMS before you can view your assigned proposals.

OFFICIAL INFORMATION ACT 1982

Proposals and their assessments are confidential. We are subject to the Official Information Act 1982 therefore information relating to an assessment may be released by us if requested to do so under the Act.

CONFLICTS OF INTEREST

We follow a rigorous process to maintain the credibility of investment decisions and to assure applicants that their proposal is fairly and reasonably appraised.

Before starting to assess, you must check your list of assigned proposals for any conflicts of interest and either accept or decline the assignments as appropriate (*see page 13 for details on how to do this*).

What is Considered a Conflict of Interest?

Conflicts of interest may occur on two levels: direct and indirect.

- > A direct conflict of interest would be deemed if you are:
 - > directly involved with a proposal (*as a participant, manager, mentor, or partner*) or you have 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 would be deemed if you:
 - > are employed by an organisation involved in a proposal but you are not part of the applicant's proposal
 - > have a personal and/or professional relationship with one of the applicants, for example, an acquaintance
 - > have or had involvement with a proposal that is in direct competition with a proposal being assessed or where the impacts proposed by a proposal under discussion may compete with your personal business interests.

If you are from a university or Crown research institute or other large organisation, you may assist in the assessment of a proposal from that institution providing you have no direct or limited indirect interest in the proposal. If in doubt, declare and discuss with us.

Reporting Identified Conflicts

All conflicts of interest must be declared to us.

If you identify an actual, potential, or perceived direct or an indirect conflict of interest, email us at envirolink@mbie.govt.nz with the details for further discussion before accepting or declining the assignment.

THE ASSESSMENT PROCESS

The key dates and an overview of the assessment process follows.

KEY DATES

4 April 2022	Assignment of proposals to Assessors
22 April 2022, 12 noon	All preliminary assessment scores and comments are recorded in IMS
May 2022	MBIE's General Manager, Science System Investment and Performance makes funding decisions and applicants are notified
June 2022	Funding Agreements negotiated
July 2022	Projects commence

All dates are NZ Standard Time.

TIME COMMITMENT

We expect it will take approximately 4 hours per proposal to form an assessment and record your comments and scores into IMS.

HOW AND WHEN PROPOSALS ARE ASSIGNED

We assign proposals to Assessors:

- > based on their experience and areas of expertise, and
- > mindful of any confidentiality or conflict of interest issues raised.

On **4 April 2022**, we will confirm your assigned proposals by email.

You will have up until **22 April 2022** to complete your assessment and upload your comments and scores into IMS. You use IMS to:

1. **Log on to view your assigned proposals, identify and notify us of any conflicts of interest and then accept or decline your assigned proposals accordingly.**
2. **Open (download and/or print) all assigned, accepted proposals.**

 - > Proposals are in PDF.
 - > Downloading and saving proposals to your computer allows you to access them without having to be logged into IMS.
 - > You must ensure the safe keeping of all proposals and related documents (for example, workbooks and notes, etc.) during the assessment process and remember that all proposals and supporting documentation must be destroyed after the assessment process is completed.

Refer to page 12 for further IMS instructions.

3. **Enter your preliminary assessment scores and commentary.**
4. **Submit and archive your assessments.**

RECOMMENDATIONS AND FUNDING DECISIONS

MBIE's General Manager, Science System Investment and Performance makes the funding decisions in **May 2022** informed by the recorded assessments.

We will provide general feedback to all applicants.

PERFORMING ASSESSMENTS

The following, details further the steps for an Assessor in the assessment of funding proposals.

Your scores, comments and funding recommendations for all of your assigned Envirolink Tools Development 2022-2023 investment round proposals must be entered into IMS on or before **22 April 2022, 12 noon**.

1 Read and understand the assessment criteria and the objectives and outcomes of the Fund.

Read and understand the assessment criteria and scoring guide detailed in these guidelines. This guide provides a common interpretation to clarify and help ensure consistency in application and understanding.

2 Accept (or decline) assigned proposals.

Accept your assigned proposals or decline if you deem a conflict of interest exists (*see page 13 for details*).

3 Read assigned proposals (*see page 14 for details*).

4 Select an assessment score and record associated commentary.

Only assess the information presented in the proposal. Applicants are obliged to present the relevant information therefore if a proposal has obvious gaps, reflect this in your score and detail the significant issues in your comments.

As directed in your assignment, independently score each proposal using the assessment criteria (*see pages 8-11*). Proposals are assessed against the following four assessment criteria:

- > Environmental Benefit to New Zealand
- > Science and Technology Benefits
- > Ability to deliver Research, Science, and Technology Outputs
- > Implementation Pathway

For each criterion, select a score ranging from **1** (*low quality*) to **7** (*high quality*) from the scoring grid that best matches your assessment **AND** how well the proposal is aligned with the intent of the Envirolink Scheme.

While certain sections of proposals specifically align with the four assessment criteria, consider the proposal as a whole before finalising your assessment. If you consider that a proposal does not meet the requirements for other reasons, make a note of this when recording your preliminary scores.

Record your assessment scores in the IMS portal (*see page 14*) and comment on why you selected those scores. Your comments should also identify if applicable the specific reasons for a deficiency, particularly if you are recording a score of 4 or less.

While certain sections of proposals specifically align with the assessment criteria, evaluate the proposal as a whole before finalising your assessment.

Ensure that your comments are accurate, professional, honest, and correlate to the score and description associated with the scoring guide. Do not include names and be mindful that if requested to do so, they may be made available under the Official Information Act.

Exercise your knowledge, judgement, and expertise to reach clear and soundly based assessments that are fair, objective, and evidence based.

Be wary of 'drift' in your scoring. It is common for scoring to change as Assessors gain experience with the assessment process. If scoring has drifted, you may want to review your scores and comments before finalising.

5 Provide a funding recommendation.

Select a grant approval recommendation. You may recommend a proposal being funded as presented ('Approve'), not funded ('Decline') or funded subject to conditions ('Conditional'). If you recommended funding a proposal subject to conditions, then please describe any proposed funding conditions in full.

6 Securely destroy (or return to us) all proposals and supporting documentation when the assessment process is complete.

ASSESSMENT CRITERIA AND SCORING GUIDES

Use the scoring guides below to help form your assessment and determine an overall score. When conducting your assessments, exercise your knowledge, judgement, and expertise to reach clear decisions that are sound, fair, objective, and evidence based.

ENVIRONMENTAL BENEFITS TO NEW ZEALAND

This criterion involves an assessment of nature and scale of the environmental benefits that will be realised as a result of the Tool's development and implementation. The Tool should help enhance environmental management by one or more regional councils, or it should aid councils to help others carry out environmental management more effectively.

BENEFIT CRITERIA: ENVIRONMENTAL BENEFITS TO NEW ZEALAND 30% weighting

The proposal should describe the:

- > **Size of the likely benefit:** If the tool is developed successfully, what is the nature, scope and scale of the environmental benefit to regional councils and to New Zealand? For example:
 - > *Enhanced decision making for all new urban coastal developments.*
 - > *Improved allocation of groundwater resources for over 70% of the South Island's lowland plains*
 - > *Reduction in regional council spend on air quality monitoring in small towns by \$X dollars per year.*
- > **Timeframe:** When might the benefits come about (i.e., short, medium, or long-term)?
- > **Building capability:** Will it stimulate a positive change in how more than one Regional Council operates?
- > **Durability:** How will Councils and research institution(s) ensure the benefits of the tool endure into the future?

SCORE & KEYWORDS

1

*(Low quality)
None
Insufficient
Not relevant
No information
Missing*

No attributes of the criteria are met.

2

*Vague
Unclear
Unlikely
Dubious
Little relevance*

Inappropriate for Envirolink: The likely benefits fall mainly outside the scope of Envirolink, e.g., the request is primarily about economic or social outcomes, or financial benefit to an agency offshore, private business, or individual.

Unconvincing benefits case: Potential benefits to environmental management and to the environment and/or the link between the tool and the intended environmental outcome has not been explained adequately. Little evidence the tool is needed

Inappropriate tool or scope: The tool appears to be unfit for purpose, a low value or ineffective method that is unlikely to achieve the desired benefit. And/or the scope of the problem is beyond the tool where it is likely to provide a solution within the timeframe. The return from the investment is considered to be low.

3

*Limited benefit / impact
Minimum acceptable level
Uncertainty
Lacks detail*

Some of the attributes of the criteria are met, but there are important instances where they are not met.

4

*Acceptable
Sufficient
Adequate
Suitable*

Benefits clearly defined and needed: Realistic environmental benefits and/or likely improvements to environmental management are demonstrated.

Appropriate nature and value of the tool: Alignment of problem, solution and potential outcomes is sound. The applicants are asking for appropriate tool development for a relevant question or situation.

Realistic benefit and scale: The benefits and outcomes identified are considered important on, at least, a local level. The tool, once successfully applied, is likely to make a valuable and durable contribution to the desired environmental benefits (i.e., application of the tool will cause more than a temporary change). The tool is likely to contribute to the achievement of benefits within the timeframe indicated. The investment is considered worthwhile.

5

*Significant
Clear
Multiple
High level
Robust*

All the attributes expected for a good fit to the criteria are met.

6

*Certain
Enduring
Effective
Major
Comprehensive
Strong
Experience*

Tool and benefits are well defined: Environmental benefit is realistic and backed up by convincing evidence. The problem definition/solution via tool development and outcomes are well aligned. The tool is highly appropriate for a relevant question or issue. Considered a high priority.

High value tool: Strong evidence it will enhance environmental management and outcomes in critical areas. Is considered critical to environmental management by the councils or stakeholders that councils are able to influence.

Substantial benefit: Applying the tool will result in substantial positive changes to environmental management activities in several or many councils and to environmental outcomes. Offers an outstanding balance of probable return to several or many councils for the risks and level of investment involved.

7

*(High quality)
Excellent
Exemplary
Detailed
Step-change
Impressive*

All the attributes expected for an excellent fit to the criteria are met and there are several instances where attributes are outstanding, a great, effective, major, compelling, clear-cut proposal that has clear potential for impact.

SCIENCE AND TECHNOLOGY BENEFITS

This criterion involves an assessment of the science-related capacity that will be enhanced in regional councils as a result of the Tool's development. We want to see increased abilities to use environmental research-based tools and to engage (individually and collectively) with the science system in the use and strategic planning of research. This capacity might be boosted by commitment of staff to implement the new tool, training initiatives, secondments, and the setting up of networking mechanisms.

BENEFIT CRITERIA: SCIENCE AND TECHNOLOGY BENEFITS 20% weighting

The proposal should describe:

- > The nature and scale of change that might occur as a result of the tool development project (in the context of science and technology benefits and capacity).
- > Any initiatives that will be incorporated into the project to improve science-related capacity in regional councils.
- > How these activities will increase the ability of regional council staff to engage with researchers in the future.
- > Any initiatives to ensure that science capability built up through the proposal will be sustained into the future across regional councils and not lost through natural staff turnover (loss of institutional knowledge).

SCORE & KEYWORDS

1

(Low quality)
None
Insufficient
Not relevant
No information
Missing

No attributes of the criteria are met.

2

*Vague
Unclear
Unlikely
Dubious
Little relevance*

Unlikely to increase regional council capabilities: Research organisation has made little effort to understand or address science capacity in regional councils. There are either no planned or no effective initiatives to boost regional council staff abilities to interact with the science system or make more effective use of science-based management tools.

3

*Limited benefit / impact
Minimum acceptable level
Uncertainty
Lacks detail*

Some of the attributes of the criteria are met, but there are important instances where they are not met.

4

*Acceptable
Sufficient
Adequate
Suitable*

Reasonable increase in science capacity of councils: The proposal includes one or more specific initiative(s) to support the development of scientific literacy and understanding within a number of regional councils, including knowledge of the limitations of science-based environmental management tools and how to manage in situations of scientific uncertainty. The councils appear to be committed and this investment is likely to strengthen networks of regional council staff and research providers.

5

*Significant
Clear
Multiple
High level
Robust*

All the attributes expected for a good fit to the criteria are met.

6

*Certain
Enduring
Effective
Major
Comprehensive
Strong
Experience*

Significant and enduring changes in council capacities: Several highly appropriate initiatives have been proposed, with convincing commitment by the regional councils. The initiatives extend beyond the staff directly involved in this project on a day-to-day basis. This investment is likely to lead to durable, positive changes in council/research organisation relationships and benefits beyond those achieved through use of the new tool.

7

*(High quality)
Excellent
Exemplary
Detailed
Step-change
Impressive*

All the attributes expected for an excellent fit to the criteria are met and there are several instances where attributes are outstanding: a great, effective, major, compelling, clear-cut proposal that has clear potential for impact.

ABILITY TO DELIVER RESEARCH, SCIENCE, AND TECHNOLOGY OUTPUTS

This criterion involves an assessment of the individuals and team developing the tool to ensure an appropriate team has been identified, including having access to all the necessary skills and research expertise required to successfully deliver the project.

RISK CRITERIA

ABILITY TO DELIVER RESEARCH, SCIENCE, AND TECHNOLOGY OUTPUTS 20% weighting

The Proposal should describe:

- > The methodology/approach is scientifically and technically sound.
- > The team has the relevant capability, skills, and resources required to develop the tool successfully.
- > The team has a relevant published and applied research track record.
- > The team has the freedom to operate, (e.g., where an overseas patented tool is being adapted to local conditions).
- > The proposed tool development/adaptation can be feasibly developed within the proposed budget and timeframe.
- > The team is well aware of potential scientific and technical risks that might arise during the life of the tool development project, and mechanisms are in place to mitigate these.
- > The team can describe recent national and international developments in the field, to ensure there is no duplication in the tool's development.

SCORE & KEYWORDS

1	2	3	4	5	6	7
<p><i>(Low quality)</i> None Insufficient Not relevant No information Missing</p>	<p>Vague Unclear Unlikely Dubious Little relevance</p>	<p>Limited benefit / impact Minimum acceptable level Uncertainty Lacks detail</p>	<p>Acceptable Sufficient Adequate Suitable</p>	<p>Significant Clear Multiple High level Robust</p>	<p>Certain Enduring Effective Major Comprehensive Strong Experience</p>	<p><i>(High quality)</i> Excellent Exemplary Detailed Step-change Impressive</p>
<p>No attributes of the criteria are met.</p>	<p>Weak team: The team appears to lack appropriate skills and a suitable record of accomplishment in the area and/or lacks access to some critical resources (e.g., sufficient data to test a nation-wide modelling tool, access to protected IP and sufficient "freedom to operate"). The team does not appear to be aware of recent developments in the field in question.</p> <p>Poor design: The approach being proposed lacks scientific merit and rigour, and/or scientific and technical risks have not been adequately identified and/or managed (e.g., the proposed approach has been undertaken already and has been proven to be unworkable or irrelevant).</p> <p>Overall, there is serious concern about the team's ability to produce a robust, effective and suitable tool using the proposed approach, skills and funds.</p>	<p>Some of the attributes of the criteria are met, but there are important instances where they are not met.</p>	<p>Sound team and management: A sound research team with a good record of accomplishment in a relevant area, and/or good combined record of accomplishment of individual participants. The team has access to critical resources (e.g., key skills, facilities and relevant intellectual property) needed to complete the project and feasible plans to fill major gaps. The team has sufficient critical mass to successfully complete the project within the intended timeframe and funding.</p> <p>Sound design: Approach to tool development / adaptation is scientifically and technically sound drawing on sufficient levels of the underpinning research and knowledge base. Scientific and technical risks have been identified and addressed adequately.</p> <p>Overall, some reservations about the team's ability to deliver on the proposal exist but these are not considered to be fatal flaws.</p>	<p>All the attributes expected for a good fit to the criteria are met.</p>	<p>Outstanding team: The team (or its individual members) has an outstanding record of achievement in relevant research, science and technology, resulting in environmental outcomes and has highly regarded leadership. It is amongst the best in the country for the task in question. It has access to all key facilities, intellectual property and necessary resources. Access to any important new skills is well planned or in place (e.g., though use of subcontracts).</p> <p>Strong design and involvement of end user during development: There are no major concerns about the rigour and feasibility of the proposed approach, which draws on national and international work. It is clear that the plan has been developed in consultation with council staff, risks are understood, and mechanisms are in place to manage them over the life of the project. The proposal puts forward an innovative and highly appropriate approach to the tool development task. The underpinning research has been done, or is sufficiently developed, to enable tool development to now proceed.</p> <p>The assessors have full confidence the team has access to the skills, critical thinking and understanding of the regional council context to be successful.</p>	<p>All the attributes expected for an excellent fit to the criteria are met and there are several instances where attributes are outstanding, a great, effective, major, compelling, clear-cut proposal that has clear potential for impact.</p>

IMPLEMENTATION PATHWAY

This criterion involves an assessment route or pathway in which the tool will be used, and/or passed on to others for use, for example, in a new or modified council process, technology, guideline, strategy, protocol, or plan. We want to be confident the new information will be used to influence change and achieve the environmental benefits being sought.

RISK CRITERIA: IMPLEMENTATION PATHWAY 30% weighting

The proposal should describe a clear implementation plan and address the following:

- > Provide evidence that regional councils have an ongoing role and demonstrated commitment to ensure the proposed tool is implemented successfully.
- > Who will take it up and has anyone made any commitment to its use, including other regional councils who are not involved in the project or other organisations?
- > Have future users made any commitment to using the tool and are they aware of it?
- > Will others be trained in application of the tool? If so, how will this training be rolled out?
- > What happens next, once the tool is developed? What and who will it influence? What might it lead on to?
- > If there are barriers to implementation, how are these being overcome, and are you confident they can be overcome? (e.g., a new system might need extensive or very expensive data collection before it becomes workable).

SCORE & KEYWORDS

1	2	3	4	5	6	7
<p><i>(Low quality)</i> None Insufficient Not relevant No information Missing</p>	<p>Vague Unclear Unlikely Dubious Little relevance</p>	<p>Limited benefit / impact Minimum acceptable level Uncertainty Lacks detail</p>	<p>Acceptable Sufficient Adequate Suitable</p>	<p>Significant Clear Multiple High level Robust</p>	<p>Certain Enduring Effective Major Comprehensive Strong Experience</p>	<p><i>(High quality)</i> Excellent Exemplary Detailed Step-change Impressive</p>
<p>No attributes of the criteria are met.</p>	<p>Implementation unlikely: There are no specific initiatives in place that will support uptake and implementation, or the initiatives proposed are considered to be inadequate (e.g., too limited, unrealistic, targeted at the wrong people, or unconvincing in terms of likely effectiveness). The tool development proposal does not appear to have been designed with implementation in mind. In all, the pathways to tool implementation proposed are unlikely to lead to the desired environmental benefits.</p>	<p>Some of the attributes of the criteria are met, but there are important instances where they are not met.</p>	<p>Sound plans for implementation and commitment from relevant parties: The proposed pathway to implementation is deemed to be appropriate, adequate and workable - it will ensure a contribution to the desired environmental benefits. All necessary relationships are in place, or if some are absent or weak these problems are being addressed in a realistic manner. Constraints and potential barriers have been recognised. Several councils are committed to using the tool.</p>	<p>All the attributes expected for a good fit to the criteria are met.</p>	<p>Complete integration with proposed work: The implementation plan outlined is highly likely to lead to the desired environmental benefits. It is very well thought out and implementation considerations are integral to the design of the proposal – including highly relevant and perhaps novel ways of achieving the intended benefits. Potential problems and constraints have been anticipated and addressed. The plan and specific initiatives are highly appropriate to the situations faced by several regional councils. There is a high level of commitment to effective application and use of the tool from relevant councils and other necessary groups or partners in the pathway (e.g., industry, NGOs etc). In all, the assessors are highly confident the tool will be implemented successfully and to maximum effect given the funds available.</p>	<p>All the attributes expected for an excellent fit to the criteria are met and there are several instances where attributes are outstanding, a great, effective, major, compelling, clear-cut proposal that has clear potential for impact.</p>

VIEWING ASSIGNED PROPOSALS AND RECORDING ASSESSMENTS

This section details how to access the proposals assigned to you for assessment and how to record your assessment. Both of these actions are performed in IMS.

ACCESSING IMS

To access IMS you require:

- > Chrome or Firefox.
- > Your IMS Username and Password.

■ To log in to IMS:

For first time assessors:

1. You will receive an email containing your IMS username and a temporary password. Click the **IMS portal** link in this email. The IMS access agreement displays. This agreement details the terms and conditions governing the use of IMS.

Your temporary password will expire in 72 hours and can only be used once.
The access agreement will only appear once, the first time you log in.


2. Read and accept this agreement. Once accepted, an **Edit password** screen displays.
3. Following the on-screen prompts, enter your temporary password and then enter a new permanent one.
4. Click the **Save Changes** button. The **IMS Home** tab displays.

Five or more failed log in attempts will automatically lock you out of the system. If this occurs, contact the Investment Operations Team and ask for your account to be unlocked.

For existing assessors:

5. Click the **IMS Portal** link (ims.msi.govt.nz/).
6. Type your Username and Password.
7. Click the **Login Securely** button. The **IMS Home** tab displays.

■ To log out of IMS:

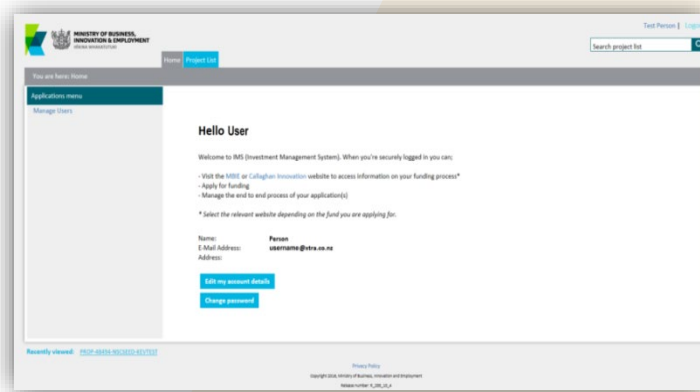
1. Do one of the following:
 - > Click the **Logout** hyperlink (located top right of the **Home** tab).
 - > Click the  (where **UN** is your initials) located top right of assessment **Scoring** page.

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)



The IMS Home tab

ACCEPTING/DECLINING ASSIGNED PROPOSALS

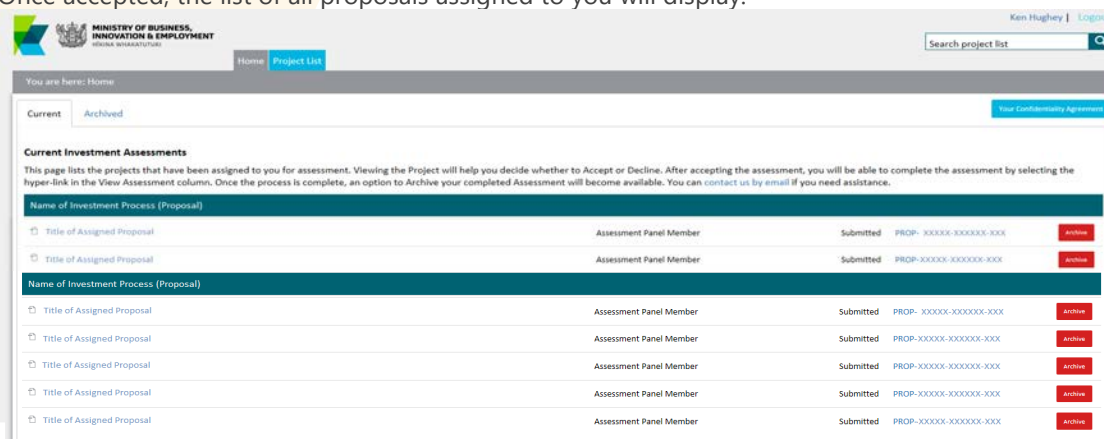
Proposals for Envirolink Tools Development funding will be assigned to you for preliminary assessment on **4 April 2022**. Additional proposals may be assigned to you after this period as a result of adjustments required due to any declared conflict of interests.

■ To accept (or decline) an assignment:

1. On the **Home** tab, click the **Investment Assessment** link > **Current** tab.
2. If the confidentiality agreement displays, read and accept it. This agreement details the terms and conditions governing the assessment process.

This agreement will only display once when you first access your list of assignments. You can revisit this agreement at any stage by clicking the Your Confidentiality Agreement button located top right of the Investment Assessment link > Current tab.

Once accepted, the list of all proposals assigned to you will display.



3. Scroll down the list to see your assigned proposals.

The proposals assigned to you are listed under the **View Project** column, grouped by investment process. If you have performed assessments in the past, your new Envirolink Tools Development funding assignments will be at the top of your list under the heading **2022 Envirolink Tools**.

4. For the first proposal listed, click the **View Project** link. The proposal opens in a new browser tab.
5. After reading the proposal, if you deem a **direct conflict of interest** exists:

1. Select the browser tab displaying IMS.
2. Click the **Decline** button adjacent to the proposal.
3. In the resulting dialog, enter a reason and click the **Save** button.

The declined proposal is automatically removed from your assigned list.

Remember to also close the proposal.

- > You deem an **indirect conflict of interest** exists; close the proposal and email envirolink@mbie.govt.nz to discuss further.
- > There is **no conflict of interest**, close the proposal and click the **Accept** button adjacent to the proposal.

The proposal is assigned a status of **In progress**.

6. Repeat the above steps for all the proposals in your list.

VIEWING AND PRINTING ASSIGNED PROPOSALS

► To view and print a proposal:

1. Access the **Home** tab > **Investment Assessment** page > **Current** tab.
2. Click a proposal's **View Project** link. The full proposal (*in PDF form*) displays in a separate browser tab.
3. From here you can view, print and if required download the proposal to your computer to enable access without having to be logged into IMS.

The proposal's identification number is prominently displayed in the header of the proposal.

Proposals must be kept confidential. You **must**:

- > ensure the safe keeping of all proposals and related documents (*e.g., workbooks and notes, etc.*) during the assessment process
- > securely destroy all saved/printed proposals (*or return to us*) after the assessment process is completed.


RECORDING PRELIMINARY ASSESSMENTS

Your scores and supporting comments must be entered on or before **12noon, 22 April 2022**.

■ To record a preliminary assessment:

1. Access the **Home** tab > **Investment Assessment** page > **Current** tab.
2. Click a proposal's **View Assessment** link. A **Scoring** page displays in a separate browser tab.

The screenshot shows the 'Scoring' page for a proposal. The breadcrumb trail is 'Home > Assessments > XXXX-999999 (in progress)'. The project ID is 'PROP-99999-ENVTOOLS-XXX'. The sidebar on the left lists assessment criteria: 'Environmental benefits to New Zealand score (30%)', 'Science and Technology benefits to New Zealand Score (20%)', 'Ability to Deliver Research, Science and Technology (R&D) Outputs (20%)', 'Implementation Pathway score (30%)', 'General comments', 'Grant approval recommendation', and 'If approved conditional, what are the conditions?'. The main content area has two sections: 'Environmental benefits to New Zealand score (30%)' with a dropdown menu and a text area for comments, and 'Science and Technology benefits to New Zealand Score (20%)' with a dropdown menu and a text area for comments.

3. Click the **Print** icon  (*located top left*). The full proposal opens in a new browser tab.

The proposal number is prominently displayed in the header of the proposal. You can download and save/print the proposal as required.

You must:

- * ensure the safe keeping of all proposals and related documents, for example, workbooks, notes, etc.
- * destroy all saved/printed proposals after the assessment process is completed.

4. Read the proposal, select your preliminary scores for each of the assessment criteria and enter any supporting commentary into the **Scoring** page.

- Select your approval recommendation in the **Grant approval recommendation** field (either **Approve**, **Decline** or **Conditional**). If conditional, specify the conditions in the accompanying field.
- Click the **Save** button.

The **Submit** button will only become active once you have saved your assessment.

- When you are sure your assessment is complete and satisfactory to you click the **Submit** button. Click the **Back** button to modify your scores if necessary and/or add additional comment.

The proposal is automatically assigned the status **Submitted**.

BACK		Review of assessment ASMT-XXXXXX	SUBMIT
Environmental benefits to New Zealand score (30%)			7
Environmental benefits to New Zealand comment	Insert comment here.		
Science and Technology benefits to New Zealand Score (20%)			7
Science and Technology benefits to New Zealand comment	Insert comment here.		
Ability to Deliver Research, Science and Technology Outputs (20%)			7
Ability to Deliver Research, Science and Technology Outputs comment	Insert comment here.		
Implementation Pathway score (30%)			7
Implementation pathway comment	Insert comment here.		
General comments	Insert comment here.		
Grant approval recommendation			Approve
If approved conditional, what are the conditions?	Insert comment here.		

- Close the browser tab displaying the **Scoring** Page and return to the tab displaying your list of assignments.

You may need to refresh the browser page to display the change in status.

- For the proposal you have just scored, click the **Archive** button. The proposal is automatically removed from your list of assignments.

2017 Unlocking Curious Minds Fund - Local and Regional/National Grants (Proposal)					
View Project	Assessment Role	Assessment Stage	Status	View Assessment	Action
Phillippa's Test Assessor Notes	Assessment Panel Member		Submitted	PROP-SD420-UCMFLG-UOA	archive

View all archived assignments on the **Archived** tab. You can unarchive the proposal at any stage by clicking the **Unarchive** button.

The screenshot shows the 'Archived Investment Assessments' page. At the top, there is a navigation bar with 'Home' and 'Project List' tabs. Below the navigation, there are tabs for 'Current' and 'Archived', with 'Archived' selected. A 'Your Confidentiality Agreement' link is visible in the top right. The main content area is titled 'Archived Investment Assessments' and includes a sub-header: 'This page lists the projects you assessed and selected to archive. You can contact us by email if you need assistance.' Below this is a table with the following data:

2017 Unlocking Curious Minds Fund - Local and Regional/National Grants (Proposal)					
View Project	Assessment Role	Assessment Stage	Status	View Assessment	Action
Phillippa's Test Assessor Notes Title of Assigned Proposal	Assessment Panel Member		Submitted	PROP-SD420-UCMFLG-UOA	Unarchive

Remember to destroy all saved/printed proposals after the assessment process is completed.

UPDATING YOUR DETAILS IN IMS


From the **Home** tab in IMS, you can maintain your details 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:**

1. Click the **Change password** button on the **Home** tab.
2. Enter your new password and click **Save**.

You can also access these details by clicking the  button (*where UN is your initials*) located top right of assessment scoring pages.

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 rapids. The background shows more rocks and some green foliage.

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