



MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT
HĪKINA WHAKATUTUKI

A GUIDE TO PREPARING AN INFECTIOUS DISEASES RESEARCH PLATFORM PLAN

2022

New Zealand Government



Ministry of Business, Innovation and Employment (MBIE)

Hīkina Whakatutuki – Lifting to make successful

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

More information

Information, examples and answers to your questions about the topics covered here can be found on our website, www.mbie.govt.nz, or by calling us free on 0800 693 778.

Disclaimer

This document is a guide only. It should not be used as a substitute for legislation or legal advice.

The Ministry of Business, Innovation and Employment is not responsible for the results of any actions taken on the basis of information in this document, or for any errors or omissions.

Online: ISBN 978-1-99-102254-7

Published: May 2022

©Crown Copyright

The material contained in this report is subject to Crown copyright protection unless otherwise indicated. The Crown copyright protected material may be reproduced free of charge in any format or media without requiring specific permission. This is subject to the material being reproduced accurately and not being used in a derogatory manner or in a misleading context. Where the material is being published or issued to others, the source and copyright status should be acknowledged.

The permission to reproduce Crown copyright protected material does not extend to any material in this report that is identified as being the copyright of a third party. Authorisation to reproduce such material should be obtained from the copyright holders

CONTENTS

OVERVIEW OF THE SSIF INFECTIOUS DISEASES RESEARCH PLATFORM PLAN -----	2
<hr/>	
The funding available -----	2
About the Infectious Diseases Research Platform-----	2
OUR EXPECTATIONS OF THE PLAN -----	3
<hr/>	
Platform Mission -----	3
Investment Objectives -----	3
Investment Principles -----	3
Research Themes-----	4
Theme 1 -----	4
Theme 2 -----	4
Meeting the needs and aspirations of Māori-----	4
What is fundable in a Platform Plan -----	5
PLATFORM PLAN: DEVELOPMENT AND ASSESSMENT -----	6
<hr/>	
Key dates and Activities -----	6
Guidance for the Development of the Platform Plan -----	7
Submitting your Platform Plan -----	7
How your Platform Plan will be Assessed -----	7
Assessment Criteria -----	7
Decision Process -----	8
Draft Platform Plan -----	8
Final Platform Plan-----	8
Public announcement of decision-----	8
PLATFORM PLAN: IMPLEMENTATION PHASE -----	9
<hr/>	
Contracting and Implementing a Successful Platform Plan -----	9
Reporting Requirements of a Contracted Platform -----	9
Implementation and Operation of the Platform -----	9
PLATFORM PLAN TEMPLATE -----	10
ANNEX 1: TERMS AND CONDITIONS RELATING TO SUBMITTING THE PLATFORM PLAN -----	18
<hr/>	

OVERVIEW OF THE SSIF INFECTIOUS DISEASES RESEARCH PLATFORM PLAN

These guidelines outline our (Ministry of Business, Innovation and Employment (MBIE)) expectations of a Strategic Science Investment Fund (SSIF) Infectious Diseases Research Platform Plan (the Platform Plan); the process for developing one and how it will be assessed.

The Platform Plan is a document that outlines how the Platform's co-Hosts and partners intend to invest SSIF Programmes funding in an integrated programme of research. This research needs to meet the Infectious Diseases Research Platform mission, investment goals, principles, and research themes.

We expect the Platform Plan to cover detailed priorities for research, a strategy for research and engagement within the Platform, and how the Platform will meet the needs and aspirations of Māori.

The Platform Plan will be developed through an iterative process including a draft and if invited a final Platform Plan, and with advice from an Establishment Steering Group.

THE FUNDING AVAILABLE

There is \$1.5 million (excluding GST) available to establish and develop of a Platform Plan.

Once we have approved a Platform Plan for contracting, a further \$34.5 million (excluding GST) will be made available to implement and operate the Platform. The total duration of the Platform based on funding available is three years - 2021/22 (including the Establishment Phase) to 2024/25. This will be implemented through the Platform Contract.

This funding has been made available through the SSIF Programmes fund.

ABOUT 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 and build 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 interdisciplinary and transdisciplinary, collaborative, and world-class.

OUR EXPECTATIONS OF THE PLAN

Your Platform Plan should explain how the Platform will meet the investment mission, objectives, principles, and research themes outlined below, and how it will help fulfil the needs and aspirations of Māori and the Government's Tiriti obligations.

PLATFORM MISSION

To ensure New Zealand has world-class research capability to respond to serious infectious disease threats.

INVESTMENT OBJECTIVES

This investment should:

- > 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.
- > Contribute to 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.

INVESTMENT PRINCIPLES

We have developed a set of principles that you need to consider when you develop your Platform Plan. The principles are tied to the performance areas used for SSIF Programmes investments.

The principles are to:

- > Foster connection, create inter-disciplinary world-class research and create a pipeline of research capability.
- > Help fulfil the Government's Tiriti obligations.
- > Create excellent research.
- > 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.

Theme 1

Improved prevention and control of infectious diseases. This would be achieved through research in understanding:

- > Determinants, transmission, and risk factors.
- > Preparedness, 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 would 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 co-Hosts.
- > 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).

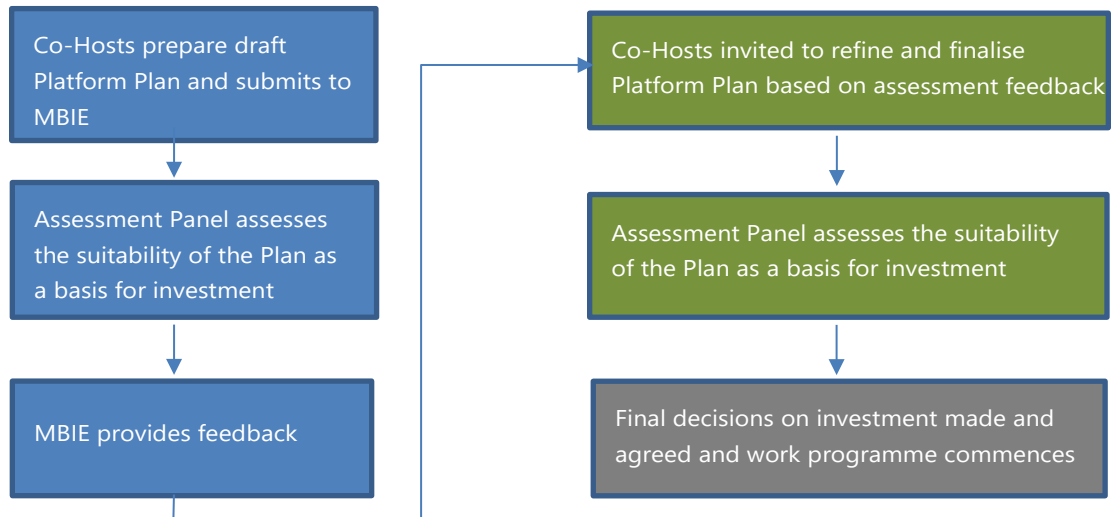
WHAT IS FUNDABLE IN A PLATFORM PLAN

The following table details the activities considered eligible for MBIE funding. If you are in any doubt, contact your MBIE investment managers.

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.

PLATFORM PLAN: DEVELOPMENT AND ASSESSMENT

We require you to develop your Platform Plan in two distinct stages, with the outputs of each stage being assessed by an assessment panel.



- Key: Draft Platform Plan
- Final Platform Plan
- Platform begins

KEY DATES AND ACTIVITIES

The following summarises the indicative key dates for the Establishment Phase and contracting.

DATES	KEY ACTIVITIES
June 2022	Submit your draft Platform Plan to us
Late June	Platform Plan assessed and we will provide feedback and may invite you to submit a final Platform Plan
July 2022	If invited, submit final Platform Plan
August 2022	Final Platform Plan assessed. Funding decision made and co-Hosts notified. Contract negotiated and signed
September 2022	Full contract starts

All dates are NZ Standard Time

All dates are indicative. Final submission and assessment dates are dependent on Platform co-Host progress in developing a Platform Plan and Assessment Panel member availability.

Any change to key dates will be notified via an e-mail to nominated contacts of the co-Hosts.

GUIDANCE FOR THE DEVELOPMENT OF THE PLATFORM PLAN

The Platform development will be overseen by MBIE with input from the Ministry of Health and guided by the Establishment Steering Group.

The Establishment Steering Group has been convened by us, with input from the Ministry of Health.

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

SUBMITTING YOUR PLATFORM PLAN

Once complete, submit your draft Platform Plan by emailing the Platform Plan in Word and PDF format to your investment managers on or before the dates detailed above. Dates are indicative and Investment managers will discuss any changes in the dates below with the co-Hosts. Terms and conditions relating to submitting the Platform Plan are set out in Annex 1.

HOW YOUR PLATFORM PLAN WILL BE ASSESSED

An assessment panel made up of MBIE, Ministry of Health senior managers, and independent science assessors, will assess your draft Platform Plan. We will advise the exact makeup of the panel prior to assessment as the expertise needed in this panel will depend on the detailed priorities of the Platform. We may seek external advice in this assessment.

After assessment of your draft, you may be invited to refine your Platform Plan and submit a final version.

The panel will make contracting recommendations based on your final Platform Plan.

The final Platform Plan will be approved for contracting by MBIE's Deputy Secretary, Labour, Science and Enterprise.

ASSESSMENT CRITERIA

All sections in the Platform Plan's template must be adequately addressed.

The assessment panel will assess your Platform Plan (in both draft and final) against these five criteria:

- > The extent to which the Platform Plan meets the investment objectives of the Infectious Diseases Research Platform.
- > The extent to which the Platform Plan meets the principles for the Platform.
- > Whether the proposed priorities in the Platform Plan are within the research themes outlined under Our expectations of the Platform Plan.
- > The robustness of the process to develop those priorities.
- > The extent to which the Platform Plan demonstrates that the Platform will help meet the needs and aspirations of Māori and are aligned with the Vision Mātauranga policy.

Each of the criteria will be scored either:

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

DECISION PROCESS

Draft Platform Plan

We will endeavour to complete an assessment of the draft Platform Plan within ten working days of submission and provide assessment panel feedback within fifteen working days following submission. Feedback will include whether you are invited to submit a final Platform Plan.

Final Platform Plan

If invited, your final Platform Plan will be reassessed to determine the suitability of your Platform Plan as a basis for investment. We will endeavour to complete assessment of the final Platform Plan within ten working days of submission. If the panel considers that the final Platform Plan is not suitable for recommending for contracting, we may seek further iterations of the Platform Plan or may recommend pre-contract or contract conditions to the MBIE decision-maker.

Informed by the assessment panel, the final decision on whether your Platform Plan will be approved for contracting will be made by MBIE's Deputy Secretary, Labour, Science and Enterprise. We will endeavour to provide the co-Hosts with a decision on the final Platform Plan, fifteen working days following submission.

Public announcement of decision

Timing for the public announcement of the Platform Plan will be made in consultation with the co-Hosts and relevant Ministers.

PLATFORM PLAN: IMPLEMENTATION PHASE

CONTRACTING AND IMPLEMENTING A SUCCESSFUL PLATFORM PLAN

We expect to commence negotiating a final Platform Contract for the Platform stage after we advise the co-Hosts of the decision on the final Platform Plan. We expect that the Platform Contract will start on 1 September 2022 and end on 30 June 2025.

The Platform Contract for the final Platform Plan will be based on:

- > A master SSIF Programmes contract.
- > A successful final Platform Plan's fundable research and related activities, Key Performance Indicators, Work Programme, and an IP Management Plan.

The Platform Contract template outlining terms and conditions and schedules will be emailed to nominated contacts of the co-Hosts during the Establishment Phase.

REPORTING REQUIREMENTS OF A CONTRACTED PLATFORM

The Platform co-Hosts will provide the following formal reports to MBIE:

- > An Annual Update covering the research, science and technology or related activities that it proposes to undertake over the next 12 months (July-June), by the end of April.
- > An Annual Progress Report covering the delivery of strategic science as part of a Science Platform over the previous year (July-June), by no later than 31 August.

More information is available from the [SSIF Performance Framework](#).

IMPLEMENTATION AND OPERATION OF THE PLATFORM

The Platform implementation and operation will be overseen at all steps by us, with input from the Ministry of Health, and guided by the Platform Steering Group.

The Platform Steering Group will be convened by MBIE, with input from the Ministry of Health and the Platform. We expect that the Platform Steering Group will include some members of the Establishment Steering Group.

The primary role of the Platform Steering Group is to oversee the implementation and operation of the Platform. The Platform Steering Group will provide advice and oversight to the co-Hosts and participating members.

PLATFORM PLAN TEMPLATE

The template below provides you with the information you should cover in both your draft and final Infectious Diseases Research Platform Plans. This is a guide and is not intended to constrain the information you provide.

Note that you do not have to justify your receipt of SSIF funding. Your Platform Plan should focus on outlining the science programme you will deliver, and the rationale for your approach.

Your Platform Plan needs to:

- > Be completed in .doc format
- > Converted into an unsecured PDF
- > PDF and .doc versions sent by email as an attachment to your MBIE investment managers.

DRAFT INFECTIOUS DISEASES RESEARCH PLATFORM PLAN TEMPLATE

Information Required

An * indicates mandatory information.

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

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

Ensure that your proposal directly addresses the assessment criteria and considers the investment objectives.

SECTION 1: PROGRAMME INFORMATION

*Full Title	In 12 words or less tell us the title of your Platform Plan. Your title should clearly reflect the nature of the research involved.
	<i>Enter your response here in 12 words or less. Do not include acronyms or abbreviations. Avoid cryptic or humorous "tabloid" style titles.</i>
*Duration of Programme	Advise your expected start date, finish date, and duration of work programme. Start date must be no later than 1 September 2022. The End date must be no later than 30 June 2025. Exact timing is subject to negotiation with MBIE.
	<i>Enter your response here.</i>
*Primary Contact	Provide the name, email address and telephone number of your primary contact person for the Platform Plan. This contact must have the authority to discuss the Platform Plan with us.
	<i>Enter your response here.</i>
*Secondary Contact	Provide a name, email address and telephone number of a second contact person. This secondary contact must differ from the primary.
	<i>Enter your response here.</i>

DRAFT INFECTIOUS DISEASES RESEARCH PLATFORM PLAN TEMPLATE

Information Required

An * indicates mandatory information.
 Information should be provided in text; however, pictures, graphs, and hyperlinks may be used sparingly as needed.
 Use sub-headings in your proposal under each of the categories.
 Ensure that your proposal directly addresses the assessment criteria and considers the investment objectives.

SECTION 2: SUMMARY INFORMATION

*Executive Summary	<p>In 300 words or less provide an executive summary that summarises your vision for a successful Platform.</p> <p>Your summary should:</p> <ul style="list-style-type: none"> > Tell a compelling story about the research and science underpinning it and the impact it could have. > Be structured around the assessment criteria and refer to the investment goals. <p style="font-style: italic; font-size: small;">Enter your response here in 300 words or less. Do not include references, hyperlinks, images, video, or audio files.</p>
*Public Statement	<p>In 250 words provide a short summary of the Platform for public release. Include:</p> <ul style="list-style-type: none"> > What the Platform is planning to do? > Why it is being done? > When it will be done? > By whom? <p style="font-style: italic; font-size: small;">Enter your response here in 250 words or less. Do not include any confidential information.</p>

SECTION 3: PLATFORM PLAN

*Strategic intent	<p>In 1000 words or less, outline the vision and strategic direction for the Platform. Include:</p> <ul style="list-style-type: none"> > How you have prioritised within the research themes of the Platform to focus on major research questions in priority areas at the frontier of the fight against infectious diseases. > How you have incorporated the priorities of the health reforms, the Health Research Strategy and Māori and Pacific Peoples communities into this prioritisation. > How you will deliver an integrated research programme in partnership with researchers, clinicians, Māori, and New Zealand Pacific Peoples. > How you will work with the Platform Steering Group to determine when priorities need to shift within your planned investment, and how the Platform will adapt if priorities change, for instance, if significant infectious disease threats emerge that require emergency response. <p style="font-style: italic; font-size: small;">Enter your response here in 1000 words or less.</p>
*Impact	<p>In 1000 words or less detail your implementation pathway. Include:</p> <ul style="list-style-type: none"> > How the integrated research programme and its implementation will: <ul style="list-style-type: none"> > help fulfil the Government's Tiriti obligations > contribute to improving health outcomes and increasing equity of health outcomes > contribute to increasing New Zealand's preparedness and readiness for infectious disease outbreaks > contribute to creating an agile and integrated research and response system > create a pipeline of new ideas and opportunities to inform public health, clinical policy, and practice. > Who you will work with to ensure these impacts are achieved?

DRAFT INFECTIOUS DISEASES RESEARCH PLATFORM PLAN TEMPLATE

Information Required

An * indicates mandatory information.

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

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

Ensure that your proposal directly addresses the assessment criteria and considers the investment objectives.

	<ul style="list-style-type: none"> > How you will ensure that the research within the programme is integrated to ensure maximum impact. > How you will ensure the Platform does not duplicate research being done elsewhere. <p style="text-align: center;"><i>Enter your response here in 1000 words or less.</i></p>
*Excellence	<p>In 1000 words or less describe the excellence of the Platform. Outline:</p> <ul style="list-style-type: none"> > The range of methodological approaches you will use to enable the delivery of the investment goals. > How your approaches will be scientifically excellent, conducted by internationally credible researchers, inclusive of relevant New Zealand capabilities, and with strong and visionary leadership. > What processes you will use to ensure science excellence. > How your research is positioned in the domestic and international research landscape. > How you will explore indigenous knowledge, science, and innovation to enhance the excellence of your research. > How you will create inter-disciplinary world-class research. > How you will embrace novel approaches that are in addition to current capability and outputs. > How you will communicate and share your research. > The technical risks to deliver excellent science and how these will be managed. > How you will ensure that the research within the programme is integrated to ensure maximum excellence. <p style="text-align: center;"><i>Enter your response here in 1000 words or less.</i></p>
*Team Excellence	<p>In 1000 words or less describe the excellence of your team. Tell us:</p> <ul style="list-style-type: none"> > What skills and knowledge the team has to deliver the proposed activities including how you will engage any necessary expertise not currently available. > Who in the team will provide leadership and what Māori and Pacific leadership and capability is part of the Platform? > How will you ensure the Platform's team is the best New Zealand can offer? > How you will bring in and expand relevant collaborations or partnerships the team has with domestic and international researchers and institutions and how this will support research excellence. > How you will engage Māori in planning, conducting, and implementing the research. > Your ability to provide project management to identify and meet performance measures to deliver the Platform on time and within budget. <p style="text-align: center;"><i>Enter your response here in 1000 words or less.</i></p>
*Investing in People	<p>In 1000 words or less detail how the Platform will successfully develop capability in New Zealand's infectious diseases research community. Tell us how the Platform will:</p> <ul style="list-style-type: none"> > Contribute to significantly lifting New Zealand's infectious disease response and management capability. > Address key gaps in New Zealand's infectious disease research capability.

DRAFT INFECTIOUS DISEASES RESEARCH PLATFORM PLAN TEMPLATE

Information Required

An * indicates mandatory information.

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

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

Ensure that your proposal directly addresses the assessment criteria and considers the investment objectives.

	<ul style="list-style-type: none"> > Create a pipeline of research capability, build Māori and Pacific research capability and leadership in the future, and support early-career researchers. > Leverage collaboration and facilitate the growth of inter and transdisciplinary capability. > Attract top researchers. > Support diversity in the science system in line with MBIE's diversity in science statement. > Manage risks to developing capability. <p style="text-align: center;"><i>Enter your response here in 1000 words or less.</i></p>
<p>*Domestic and International Collaboration</p>	<p>In 1000 words or less detail how your research programme will leverage collaboration to achieve the Government's investment goals. Tell us:</p> <ul style="list-style-type: none"> > How you will contribute to international research through infectious diseases research collaborations. > How the Platform will contribute to strengthened collaboration between researchers, clinicians, health agencies, Māori, and New Zealand Pacific Peoples. > How you will connect with end-users in health agencies, community health providers, and health technology companies in New Zealand. > How you will plan collaborations, bring complementary resources to the Platform, and build a connected research team. Indicate clearly what resources Platform partners will bring to the Platform. > The risks you have identified in relation to collaboration and how these will be managed. <p style="text-align: center;"><i>Enter your response here in 1000 words or less.</i></p>
<p>*Horizons</p>	<p>In 250 words or less tell us how the Platform will:</p> <ul style="list-style-type: none"> > Span research horizons: generating new ideas, develop emerging ideas and leverage proven ideas. > Balance research across horizons if a significant infectious disease event occurs that requires Platform capability. > Leverage co-funding (including in-kind funding) and aligned funding; provide indicative commitments to date. <p style="text-align: center;"><i>Enter your response here in 250 words or less.</i></p>
<p>*Vision Mātauranga</p>	<p>In 500 words or less summarise how the Platform will give effect to the Vision Mātauranga policy. Outline the proposed initial level of investment in Māori-led and Kaupapa Māori research, and how you plan to increase that over time.</p> <p>Describe the current level of Māori leadership in the programme, what your targets for Māori leadership are, and how you plan to achieve those.</p> <p style="text-align: center;"><i>Enter your response here in 500 words or less.</i></p>

DRAFT INFECTIOUS DISEASES RESEARCH PLATFORM PLAN TEMPLATE

Information Required

An * indicates mandatory information.
 Information should be provided in text; however, pictures, graphs, and hyperlinks may be used sparingly as needed.
 Use sub-headings in your proposal under each of the categories.
 Ensure that your proposal directly addresses the assessment criteria and considers the investment objectives.

SECTION 4: PROGRAMME DETAILS

*Work programme

In 1000 words or less detail the proposed work to be carried out over the term of the Platform. It will show how well you have planned and is used by us to monitor the achievement of your deliverables.

For each theme, outline the research programmes planned for that theme. Indicate which research programmes within that theme are ready to start after contracting, which require further co-creation, and the process and timeframe for that co-creation.

Your work programme should reflect the key elements and stages of the project, their sequencing and timing, and the steps needed to ensure impact from the research. This must include:

- > A descriptive title.
- > A detailed description, including research or process to design research, impacts and process to achieve impacts.
- > The start and end dates.

Enter your response here in 1000 words or less.

*Research and implementation partners

We expect the research team to include relevant capability from a range of organisations.

For each partner organisation provide:

- > The name of the partner organisation.
- > The expertise they bring to or the role that they will fill in the programme.
- > The status of the relationship with co-Hosts and initial partners.

Outline the processes you will use to determine funding flows to partners. You may include subcontracting amounts if known but capability needs to achieve the Platform objectives should drive subcontracting.

Enter your response here

*Indicative Budget

Provide an **indicative** budget for your Platform Plan (financial years 2022/23 and onwards) using the tables below.

Total income must equal expenditure (over the life of the full Platform phase) and all values should exclude GST.

Indicative phasing for funding is:

Financial year (July-June)	Amount*
2022/23	\$8 million
2023/24	\$12.5 million
2024/25	\$14m

Note: this budget does not include funding for the Establishment Phase of up to \$1.5 million excluding GST.

Use this table to enter your budget.

Financial year (July-June)			
Item	2022/23	2023/24	2024/25
Personnel cost			
Direct project costs (e.g., materials, consumables, travel)			

DRAFT INFECTIOUS DISEASES RESEARCH PLATFORM PLAN TEMPLATE

Information Required

An * indicates mandatory information.

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

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

Ensure that your proposal directly addresses the assessment criteria and considers the investment objectives.

Overheads			
Subcontracting (if known)			
Other			
Total			

Use this table to enter indicative co-funding (if applicable)

Financial year (July-June)			
Item	2022/23	2023/24	2024/25
Co-funding (if applicable)			

*Key Performance Indicators

Provide at least seven indicative Key Performance Indicators (KPIs) (one per performance area) that show how you will measure your research programme's performance over the term of the investment. KPIs should:

- > Illustrate performance that reflects the Government's investment goals and the expected benefits of the investment.
- > Be SMART (specific, measurable, achievable (even if aspirational) relevant and time bound).
- > Show how the outputs of your Platform will lead to delivery of impact through excellent science and building research capability.
- > Be measures that can track progress over time.

We will work with you to negotiate final KPIs for the Platform at the contracting stage.

Use the table below to complete and format your response.

Performance Area (for example)	Measure	Target	Date
Strategic Intent			
Science Excellence			
Impact			
Domestic and International Collaboration			
Investing in People			
Horizons			
Vision Mātauranga			

SECTION 5. PROGRAMME TEAM LEADERSHIP

*Team Leaders

Provide details of the key personnel that will be involved in the research and provide supporting CVs. Only include key personnel who are confirmed at the time you submit the Platform Plan.

Key personnel

- > ***Science Leader(s):** the researcher(s) responsible for leading science/research; typically, this is the Programme Director/co-Directors.
- > ***Key Researcher(s):** other team members involved in the leadership of the Platform, whose expertise is critical to the success of your research. They may be from a contracted organisation, a subcontracted agency, or a stakeholder who is providing cash or in-kind co-funding of the research. At least one key researcher must be named. Only include key researchers who are confirmed at the time you submit your Platform Plan; we understand that key researchers for programmes that are being co-created may not be known at the time you submit the Platform Plan.
- > **Key Individual(s):** team members involved in the leadership of the Platform, who are not researchers but whose contribution is critical to the success of the Platform, e.g., implementation.

DRAFT INFECTIOUS DISEASES RESEARCH PLATFORM PLAN TEMPLATE

Information Required

An * indicates mandatory information.

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

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

Ensure that your proposal directly addresses the assessment criteria and considers the investment objectives.

CVs should conform to the [RS&T CV Format](#). You should email these CVs to your investment managers at the time you submit the Platform Plan.

Diversity data

As part of MBIE's diversity policy, we collect diversity data on researchers. As the detailed makeup of the research team will not be known when you submit your Platform Plan, we will not collect data at this stage. We will collect this data through reporting and other means such as surveys. We will advise co-Hosts of the means used to collect this data during the contracting process for the Platform.

For more information on the collection of diversity information, see our [IMS portal webpage](#).

Note that MBIE will not fund individuals employed by local or central government but may fund costs associated with their involvement other than salary.

Use the table below to complete and format your response.

Role	Full Name	CV	FTE	Email Address
*Science leader	Mandatory	Mandatory	Mandatory	Mandatory
*Key researcher	Mandatory	Mandatory	Mandatory	Mandatory
Key individual	Mandatory	Mandatory	Not Required	Mandatory

SECTION 6: RESEARCH CLASSIFICATIONS

Research Classifications

We will not seek research classifications using ANZSRC codes in the Platform Plan but will collect Socio-Economic Objective (SEO) and Field of Research (FOR) ANZSRC codes on individual projects during progress reporting.

SECTION 7: ADDITIONAL INFORMATION

*Intellectual Property Management

In 1000 words or less outline:

- > How you will identify, protect, and share any intellectual property generated by your research programme in accordance with the investment goals, to ensure maximum benefit to New Zealand, and in line with Te Tiriti. This includes management of intellectual property between collaborators.
- > If the success of your research is dependent on access to existing intellectual property and outline the agreements, you have in place to use it.
- > How the Platform will comply with the New Zealand Government's Data Requirements.

Enter your response here in 1000 words or less.

*Risk Management Plan

In 500 words or less outline your risk management plan, including:

- > Data management
- > Technology
- > Key personnel
- > Identification of duplication of research – internationally and domestically.

Cross reference other sections of the Platform Plan if and where relevant.

Enter your response here in 500 words or less.

DRAFT INFECTIOUS DISEASES RESEARCH PLATFORM PLAN TEMPLATE

Information Required

An * indicates mandatory information.

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

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

Ensure that your proposal directly addresses the assessment criteria and considers the investment objectives.

Other Information	<p>In 500 words or less provide any relevant information that directly supports the Platform e.g., a Memorandum of Understanding or other contractual arrangements with Partner organisation(s). We may require you to provide supporting information prior to contracting.</p> <p><i>Enter your response here in 500 words or less.</i></p>
*Conflicts of Interest	<p>Declare any potential conflict of interest and say why. This may include possible conflicts with assessors, a part of MBIE, or both.</p> <p><i>Enter your response here.</i></p>

ANNEX 1: TERMS AND CONDITIONS RELATING TO SUBMITTING THE PLATFORM PLAN

By submitting your draft Platform Plan you will be deemed to have agreed to the following:

- > MBIE may be required to release information supplied in your Platform Plan in accordance with the Official Information Act 1982 Act, or as otherwise required by law.
- > No legal obligations arise out of, or in relation to, development of Platform Plans until you have signed the final Platform Contract with MBIE.
- > Intellectual property rights in your Platform Plan will be jointly owned by you and MBIE. By submitting your Platform Plan you:
 - > agree MBIE may use and disclose your Platform Plan for any purpose, and
 - > warrant that your Platform Plan and its use by MBIE will not breach any third-party intellectual property rights.
- > MBIE reserves the right to amend, suspend, cancel and/or re-issue these guidelines, or any part of them at any time.

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.

**PUBLISHED BY THE MINISTRY OF
BUSINESS, INNOVATION & EMPLOYMENT**

**For more information visit us
online at www.mbie.govt.nz**