# About this Worksheet…

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| **Applications for funding from Te Pūnaha Hihiko: Vision Mātauranga Capability Fund must be entered and submitted in our Investment Management System (IMS) – a secure online portal. Use this worksheet only to help gather and draft the information for your funding application.**  When ready, transfer the information into IMS – the system will guide you on how to do this. Note that formatting may be lost in this process. You can use the formatting toolbars in IMS to finalise and format your information.  Ensure you leave enough time for you to enter, format and check this information in IMS before the submission deadline. Applications must be completed and submitted to MBIE on or before **12 noon, 12 October 2022**. |

Before developing your application, we encourage you to consider the eligibility criteria, the assessment criteria, and the terms and conditions relating to this funding opportunity. See the Call for Proposals for more information.

Other helpful documents include:

* Te Pūnaha Hihiko: Vision Mātauranga Capability Fund Investment Plan: the Government’s strategy for investment from the Fund.
* The Vision Mātauranga policy: 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.
* Our other “How to Guides”.

Access these documents and more on our [Te Pūnaha Hihiko: Vision Mātauranga Capability Fund webpage](https://www.mbie.govt.nz/info-services/science-innovation/funding-info-opportunities/investment-funds/vmcf)s.

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| **Tips when transferring your draft information into IMS** | | | |
| * As you enter your information into IMS, we recommend that you regularly click the Save button to save work as you are going. * You can save, log out, and return to IMS to edit your application before submitting it. | * Symbols alongside each section in the navigation panel allow you to easily check the completeness of your submission. | The symbol… | Indicates the IMS section… |
|  | has not been started. |
| x | is in progress. |
|  | contains invalid or incomplete fields. |
| **✓** | complete and valid. |
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| Application Form  Sections and Fields  *All mandatory fields are marked with an asterisk (\*).* |  | [Section 1: Summary 4](#_Toc113542274)  [New Zealand Business Number (NZBN) 4](#_Toc113542275)  [Registration number 4](#_Toc113542276)  [Total MBIE funding requested 4](#_Toc113542277)  [\*Project title 4](#_Toc113542278)  [\*Number of years funding requested 4](#_Toc113542279)  [\*Start and End date 4](#_Toc113542280)  [\*Primary Contact 4](#_Toc113542281)  [\*Secondary Contact 5](#_Toc113542282)  [Section 2: Eligibility 6](#_Toc113542283)  [\*Single legal entity 6](#_Toc113542284)  [\*Research organisation 6](#_Toc113542285)  [\*Māori organisation 6](#_Toc113542286)  [\*Activity location 6](#_Toc113542287)  [\*Government agency funding 6](#_Toc113542288)  [\*Full time student 7](#_Toc113542289)  [\*Russian Collaboration 7](#_Toc113542290)  [\*Investment scheme 7](#_Toc113542291)  [\*Vision Mātauranga themes 7](#_Toc113542292)  [\*Proposal co-development 8](#_Toc113542293)  [\*Upload signed co-development letter 8](#_Toc113542294)  [Section 3: Organisation Capability 9](#_Toc113542295)  [\*Contracting organisation information 9](#_Toc113542296)  [\*Partner organisation(s) 9](#_Toc113542297)  [\*Iwi affiliation 10](#_Toc113542298)  [Section 4: Proposal 11](#_Toc113542299)  [\*Public statement 11](#_Toc113542300)  [\*Project summary 11](#_Toc113542301)  [\*Assessment criteria 12](#_Toc113542302)  [\*Work programme 14](#_Toc113542303)  [\*Post – contract outcomes 16](#_Toc113542304)  [Section 5: Past Proposal 17](#_Toc113542305)  [\*Past Te Pūnaha Hihiko: Vision Mātauranga Capability Fund proposals 17](#_Toc113542306)  [Section 6: Team 18](#_Toc113542307)  [\*Project team 18](#_Toc113542308)  [\*Placement Scheme mentoring arrangements 20](#_Toc113542309)  [Section 7: Budget 21](#_Toc113542310)  [\*Total MBIE Funding requested 21](#_Toc113542311)  [Co-funding 21](#_Toc113542312)  [Subcontracting 21](#_Toc113542313)  [\*Budget 22](#_Toc113542314)  [Section 8: Other Information 25](#_Toc113542315)  [\*Intellectual property management plan 25](#_Toc113542316)  [\*Profiling 25](#_Toc113542317)  [Conflicts of interest 26](#_Toc113542318)  [\*Special ethical and regulatory requirements 26](#_Toc113542319) |

| Section 1: Summary | | |
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| ***Application fields*** *An asterisk (\*) indicates mandatory information.* | ***Content guide*** *Note that this guidance is not intended to constrain the information you provide.* | ***Your Response*** *To help form your funding proposal, draft your responses here.  When ready, transfer your draft information directly into your funding application into the appropriate fields in IMS. Note that formatting may be lost in this process. You can use the formatting toolbars in IMS to finalise and format your information. Applications must be completed and submitted to MBIE on or before* ***12 noon, 12 October 2022****.* |
| New Zealand Business Number (NZBN) | *Populated from IMS user information.*  *If there is no NZBN shown below please contact* [*IMSsupport@mbie.govt.nz*](mailto:IMSsupport@mbie.govt.nz)*with your number.* |  |
| Registration number | *If you are a Trust, Incorporated Society or Company your registration number will show here, this will be populated from IMS user information.*  *If there is no registration number shown below please contact* [*IMSsupport@mbie.govt.nz*](mailto:IMSsupport@mbie.govt.nz) *with your number.* |  |
| Total MBIE funding requested | *This information is automatically populated from the funding requested subsection under Budget section.* |  |
| \*Project title | *Provide a descriptive name for your proposal.*  *Do not use acronyms or abbreviations. Your project title will be used for everyday use and reference.* |  |
| \*Number of years funding requested | *Specify the number of years you are requesting funding (either 1 or 2 years).* |  |
| \*Start and End date | *Specify the start and end date for the work programme. Work programmes must start on 1 June 2023 and can run for up to 2 years (no later than 31/05/2025).* |  |
| \*Primary Contact | *Provide the name, email address and telephone number of your primary contact person. 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 | | |
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| ***Application fields*** *An asterisk (\*) indicates mandatory information.* | ***Content guide*** *Note that this guidance is not intended to constrain the information you provide.* | ***Your Response*** *To help form your funding proposal, draft your responses here.  When ready, transfer your draft information directly into your funding application into the appropriate fields in IMS. Note that formatting may be lost in this process. You can use the formatting toolbars in IMS to finalise and format your information. Applications must be completed and submitted to MBIE on or before* ***12 noon, 12 October 2022****.* |
| \*Single legal entity | *Confirm that Contracting organisation is a New Zealand based single legal entity able to receive and administer funds from us.* | Yes or No…. |
| \*Research organisation | *Confirm that the Contracting organisation or the Partner organisation(s) is a research organisation or individual researcher.*  *The research organisation or individual researcher must be either the Contracting organisation or Partner organisation(s).*  *A Research organisation is defined as an organisation that has the internal capability to carry out research, science and technology or related activities. Government departments (as defined in Schedule 2 of the Public Service Act 2020) are not considered to be Research organisations and are not eligible to apply for this funding.* | Yes or No…. |
| \*Māori organisation | *Confirm that the Contracting organisation or the Partner organisation(s) identify as a Māori organisation.*  *A Māori organisation is defined as an organisation that identifies itself as Māori and uses (or wishes to use) research, science and technology or related activities.* | Yes or No…. |
| \*Activity location | *Confirm that the majority of activities will be undertaken in New Zealand. If not, provide the reasons why the activities need to occur outside of New Zealand.* | Yes or No…. |
| \*Government agency funding | *Does your proposed work programme contain or overlap with activities already funded by a government agency?* | Yes or No…. If you answered ‘yes’ you are ineligible to apply for this funding  *If you are currently awaiting a funding decision from another government agency (for example, the National Science Challenges), provide the details of the funding agency and areas of overlap in the work programmes.* |
| \*Full time student | *Does your:*   * *team contain any full-time tertiary students, and/or* * *are your work programme activities targeted towards school students?*   *If you answered ‘yes’ you are ineligible to apply for this funding* | Yes or No…. If you answered ‘yes’ you are ineligible to apply for this funding |
| \*Russian Collaboration | *Does your proposal benefit a Russian state institution (including but not limited to support for Russian military or security activity) or an organisation outside government that may be perceived as contributing to the war effort?* | Yes or No…. If you answered ‘yes’ you are ineligible to apply for this funding |
| \*Investment scheme | *Tell us which scheme you are applying to: either the Placement or Connect Scheme (not both).*  *If you are applying for Placement Scheme funding, you will need to provide the name(s) of the individual(s) who will be the placement and provide their CV(s) with this application in the Project Team section.* | Either the Placement Scheme or Connect Scheme |
| \*Vision Mātauranga themes | *Identify the Vision Mātauranga theme(s) that your proposal addresses:*   * *Indigenous Innovation: Contributing to economic growth through distinctive research and development* * *Taiao: Achieving environmental sustainability through iwi and hapū relationships with land and sea* * *Hauora/Oranga: Improving health and social well being* * *Mātauranga: Exploring indigenous knowledge and science and innovation.* | If your proposal addresses the hauora/oranga theme, it must also address one or more of the other themes |
| \*Proposal  co-development | *Confirm that your proposal has been co-developed with the Partner organisation(s).*  *You will need to include a letter stating that the work programme has been co developed by both parties and that it has been signed by both the Contracting organisation and the Partner organisation(s).* | Either Yes or No…  Do you have your attestation letter? You will need to upload this in IMS |
| \*Upload signed co-development letter | *Once you have selected the file to upload, click “Save” below, this will upload the document.*  *Any document that you upload will automatically be converted to PDF format. Please open the PDF version to check that it is consistent with your original document.*  *Note that some documents may take a minute to convert.* |  |

| Section 3: Organisation Capability | | |
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| ***Application fields*** *An asterisk (\*) indicates mandatory information.* | ***Content guide*** *Note that this guidance is not intended to constrain the information you provide.* | ***Your Response*** *To help form your funding proposal, draft your responses here.  When ready, transfer your draft information directly into your funding application into the appropriate fields in IMS. Note that formatting may be lost in this process. You can use the formatting toolbars in IMS to finalise and format your information. Applications must be completed and submitted to MBIE on or before* ***12 noon, 12 October 2022****.* |
| \*Contracting organisation information | *Select the classification, category and region for your organisation.*  *If the Contracting organisation is a Research organisation, then the Partner organisation(s) must include a Māori organisation (and vice versa).*  *For each organisation, specify whether they are a Māori organisation, Research organisation, or individual researcher.* |  |
| \*Partner organisation(s) | *Provide the full name of your Partner organisation(s), and the classification, category and region for each Partner organisation. You may have more than one Partner organisation in your proposal.*   * *A Partner organisation may be a Research organisation, a Māori organisation, or an individual researcher.* * *If the Contracting organisation is a Research organisation, the Partner organisation(s) must include a Māori organisation (and vice versa).* | |  |  | | --- | --- | | *Partner Organisation …Extend the work table as needed if more than one partner…* | | | ***Full Name*** | *You can select this from a list in IMS….* | | ***Classification*** | *The contraction organisation identifies as a (select one):*   * *Māori organisation* * *Research organisation* * *Individual researcher.* | | ***Category*** *(specify the category that best describes your organisation)* | *You can select this from a list in IMS….* | | ***Region*** | *You can select this from a list in IMS….* | |
| *Describe the partnership, and the contribution from each organisation (for example, access to resources or specialised equipment, mandate from tangata whenua including the scope, Kaupapa statement by the community in terms of tikanga illustrating how it will keep the mahi safe, and co-funding etc.)* | 300 word limit. This limit includes words in a table |
| \*Iwi affiliation | *Tell us the name(s) of the iwi represented in your funding application.* |  |

| Section 4: Proposal | | |
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| ***Application fields*** *An asterisk (\*) indicates mandatory information.* | ***Content guide*** *Note that this guidance is not intended to constrain the information you provide.* | ***Your Response*** *To help form your funding proposal, draft your responses here.  When ready, transfer your draft information directly into your funding application into the appropriate fields in IMS. Note that formatting may be lost in this process. You can use the formatting toolbars in IMS to finalise and format your information. Applications must be completed and submitted to MBIE on or before* ***12 noon, 12 October 2022****.* |
| \*Public statement | *Tell us the story of your research in language understandable to the general public. Briefly explain why your research is needed, how you will achieve your objectives, what benefits you expect your research to deliver and who the key beneficiaries of the research are.*  *You may include publishable contact details. Do not include confidential information, references, hyperlinks, images, video, or audio files.*  *If your proposal is funded, your Public Statement will be published on our website and may be used in the public arena by us. By providing this statement you agree to its public release.* | 300 word limit. This limit includes words in a table |
| \*Project summary | *Tell us in detail of the overall objective of your research proposal and how you will achieve it. Include:*  *why your research is needed (the issue or problem you are addressing),*  *what you propose to do (your hypothesis and scientific approach), and*  *what results, impacts or outcomes you expect, how they will be achieved, and who will use or benefit from them.*  *The Project Summary is your opportunity to introduce Assessors and us at MBIE to your research, the potential impact(s) of that research and your methodology.*  *Do not include references, hyperlinks, images, video, or audio files.* | 600 word limit. This limit includes words in a table |
| \*Assessment criteria | |  | | --- | | *\*****Development of people, relationships, and skills (25%)***  ***Key Question:*** *To what extent are longer-term skills, capability, networks, relationships and research opportunities likely to emerge and be sustained from the proposed work programme?* |   *Assessors will be considering the following:*   * *how does your proposal go beyond ‘business as usual’ for the organisations involved?* * *how does your proposal lead to the formation of capability, networks, and relationships, for example the formation of a new partnership between a Māori organisation and a Research organisation?* * *to what extent does your work programme substantially develop capability and skill of the individuals involved?* * *how does this new partnership lead to a long-term collaboration and benefits beyond the term of the proposed work programme?*   *Do not include images in your response.* | 300 word limit. This limit includes words in a table, references, and citations |
|  | |  | | --- | | *\*****Ability to deliver (25%)***  ***Key Question:*** *What is the likelihood that the proposed outputs of the work programme will be achieved?* |   *Assessors will be considering the following:*   * *does the team have the appropriate mandate to conduct this work?* * *are all involved parties appropriately resourced and supported?* * *does your plan for carrying out the proposed work programme achieve the intended outcomes and capability development?* * *how does the calibre, experience, and skills of the team relate to the subject area(s) proposed for the work programme?* * *is your work programme appropriately resourced, including management, mentoring and support arrangements?* * *have you identified challenges to delivery and provided a mitigation plan?*   *Do not include images in your response.* | 300 word limit. This limit includes words in a table, references, and citations |
|  | |  | | --- | | ***\*Vision Mātauranga outcomes (25%)***  ***Key Question:*** *To what extent does the proposal support the Vision Mātauranga policy and support unlocking the science and innovation potential of Māori knowledge, resources and people for the benefit of New Zealand?* |   *Assessors will be considering the following:*   * *do the expected benefits align with the aspirations of the Māori organisation?* * *will the capability and leadership of Māori researchers be developed?* * *will the project outcomes be disseminated to participating or wider Māori groups?* * *how does your proposal address the Vision Mātauranga theme(s) selected?* * *will your proposal integrate science and technology and mātauranga Māori?* * *will your proposal result in ‘distinctive’ or ‘innovative’ deliverables?*   *Do not include images in your response.* | 300 word limit. This limit includes words in a table, references, and citations |
|  | |  | | --- | | ***\*Benefits to research, science, and technology (25%)***  ***Key Question****: How will the increased capability, capacity, skills, and networks benefit the Research, Science and Technology (RS&T) sector, and achieve the objectives and outcomes of the Vision Mātauranga policy?* |   *Assessors will be considering the following:*   * *does your proposal increase skills, capacity, capability, and networks between Māori and the science and innovation system?* * *will your project increase understanding of how RS&T can contribute to the aspirations of Māori organisations?* * *will your project generate future RS&T relevant to the Vision Mātauranga policy?*   *Do not include images in your response.* | 300 word limit. This limit includes words in a table, references, and citations |
| \*Work programme | *The work programme sets out the proposed work to be carried out over the term of the project. It will show how well you have planned your project and is used by us to monitor achievement of your project deliverables during the assessment of your progress and final reports.*  *Comprising of an Impact Statement and Research Aims, your work programme should reflect the key elements and milestones of the project, their sequencing and timing.*   * *The Impact Statement is a description of the high-level impacts or outcomes of the work programme. Your work programme must have one Impact Statement.* * *Research Aims are measurable objectives, such as key steps, stages or milestones required to achieve the Impact Statement. Research Aims must be measurable, defined events, not levels of progress. They should have delivery dates throughout the term of the project rather than all being delivered on the end date.* * *Structure your work programme as follows.*  |  | | --- | | *For the* ***Impact Statement*** *provide:*   * *A descriptive title* * *A detailed description* * *The start and end dates. These dates should match with the start and end of the contract.* * *One or more Research Aims.*   *For each* ***Research Aim*** *provide:*   * *A descriptive title* * *A detailed description* * *The start and end dates. End dates should be spread across the work programme and not all end on the end date of the contract. The end dates should not go beyond the end date of the Impact Statement.* | | 300 word limit. This limit includes words in a table, references, and citations |
| \*Post – contract outcomes | *Describe the expected long-term benefits of the work programme, and how these relate to your organisation* ***one year after the programme’s end date.*** | 100 word limit. This limit includes words in a table, references, and citations |
| *Describe the expected long-term benefits of the work programme, and how these relate to your organisation* ***two years after the programme’s end date***. | 100 word limit. This limit includes words in a table, references, and citations |
| *Describe the expected long-term benefits of the work programme, and how these relate to your organisation* ***five years after the programme’s end date***. | 100 word limit. This limit includes words in a table, references, and citations |

| Section 5: Past Proposal | | |
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| ***Application fields*** *An asterisk (\*) indicates mandatory information.* | ***Content guide*** *Note that this guidance is not intended to constrain the information you provide.* | ***Your Response*** *To help form your funding proposal, draft your responses here.  When ready, transfer your draft information directly into your funding application into the appropriate fields in IMS. Note that formatting may be lost in this process. You can use the formatting toolbars in IMS to finalise and format your information. Applications must be completed and submitted to MBIE on or before* ***12 noon, 12 October 2022****.* |
| \*Past Te Pūnaha Hihiko: Vision Mātauranga Capability Fund proposals | *Tell us if either the Contracting organisation or Partner organisation(s) have been successful in any previous Te Pūnaha Hihiko: Vision Mātauranga Capability Fund investment rounds.*  *If no previous Te Pūnaha Hihiko: Vision Mātauranga Capability Fund funding has been received, select “Not Applicable”.* | Either Yes or Not applicable  300 word limit. This limit includes words in a table, references, and citations |

| Section 6: Team | | |
| --- | --- | --- |
| ***Application fields*** *An asterisk (\*) indicates mandatory information.* | ***Content guide*** *Note that this guidance is not intended to constrain the information you provide.* | ***Your Response*** *To help form your funding proposal, draft your responses here.  When ready, transfer your draft information directly into your funding application into the appropriate fields in IMS. Note that formatting may be lost in this process. You can use the formatting toolbars in IMS to finalise and format your information. Applications must be completed and submitted to MBIE on or before* ***12 noon, 12 October 2022****.* |
| \*Project team | *Using the following table as a guide, detail the key personnel that will be involved in each year of funding, and provide Full Time Equivalents (FTEs) and supporting CVs.*  *Tell us about your project team’s:*   * *Skills and experience with similar projects.* * *Ability to connect with the target audience.*   *Note the mandatory roles (\*). You will need to name at least one Key researcher plus at least one Placement (if applying for the Placement Scheme). If applying for the Connect Scheme you do not need to include a Placement individual(s).*  ***Key Role Descriptions:***  ***Key researcher****: team members involved in the research, whose expertise is critical to the success of the project, they may be from either the contracting or partner organisation(s). At least one Key Researcher must be named.*  ***Key individual:*** *an individual with a significant role in the project. E.g., research assistants, project manager/leader, contract manager.*  *P****lacement****: full or part-time named skilled researcher(s) from a Research organisation or individual researcher, into a Māori organisation; or vice versa.*  ***Other:*** *a significant role that does not fit the above categories.*  ***1CV:***   * *For Team members where a CV does not accurately capture their status or knowledge appropriately, such as kaumātua or mātauranga holders, provide instead a summary of their expertise and relevant previous experience.* * *CVs do not have to comply with the standard New Zealand Research, Science and Innovation (RS&I) CV template.*   ***FTE:***   * *The time commitment for each team member is entered as FTEs. For example, 1 FTE is the hours worked by an employee on a full-time basis.* * *If the total FTE of the contract is less than 0.5, provide information about how the work programme will be achieved.*   ***Invite to register for and/or enter ORCiD iDs:***   * *All Key researchers, Key individuals and Placements must be invited to register for an ORCiD iD.* * *Registration itself is not mandatory. If team members already have ORCiD iDs, they will not be required to register again.* * *More information about ORCiD iDs and how we use ORCiD iDs is available on the MBIE webpage.*   ***2Invite to register and enter Diversity data:***   * *As part of our diversity policy, all Key researchers, Key individuals and Placements will be invited to register separately in the IMS Portal and enter their diversity data as part of their profile.* * *You can trigger a registration invitation to be sent to your team members when entering your project team information during the application phase. Once registered they will receive an email with information on how to then enter and manage their profile. For more information, refer to a one page guide which is also available on our IMS webpage.*   *We will not fund salaries of individuals employed by local or central government but may fund other costs associated with their involvement.* | *Copy and paste lines to add more members, or delete roles that you don’t need. Use our “Adding Team Members in the Team Section in IMS” how to guide to help you fill out the project team section in IMS.*   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Role** | **Full Name** | **1CV** | **FTE** | **Email Address** | **Invited to register for and/or enter ORCiD iDs** | **2Invited to register and enter Diversity** | | **\*Key researcher** | Mandatory | Yes | Mandatory | Mandatory | Yes | Yes | | **Key individual** | Mandatory | Yes | Mandatory | Mandatory | Yes | Yes | | **\*Placement** | Mandatory | Yes | Mandatory | Mandatory | Yes | Yes | | **Other** | Optional | No | Mandatory | Not required | No | No | |
| \*Placement Scheme mentoring arrangements | *Applicable to Placement Scheme proposals only.*   * *provide the name(s) of the placement individual(s) and placement individual(s) organisation* * *provide the name(s) and organisation(s) of the individual(s) who will mentor the placement.*   *Describe the mentoring arrangements that will be used to support the individual(s) delivering the work programme as part of the placement.* | 300 word limit. This limit includes words in a table, references, and citations |

| Section 7: Budget | | |
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| ***Application fields*** *An asterisk (\*) indicates mandatory information.* | ***Content guide*** *Note that this guidance is not intended to constrain the information you provide.* | ***Your Response*** *To help form your funding proposal, draft your responses here.  When ready, transfer your draft information directly into your funding application into the appropriate fields in IMS. Note that formatting may be lost in this process. You can use the formatting toolbars in IMS to finalise and format your information. Applications must be completed and submitted to MBIE on or before* ***12 noon, 12 October 2022****.* |
| \*Total MBIE Funding requested | *Specify the total funding requested from us (excluding GST).*  *For a proposal with a work programme of:*   * *up to one year in length, the maximum funding per successful proposal is $150,000 (excluding GST)* * *between one and two years, the maximum funding per successful proposal is $250,000 (excluding GST)..* | It is not a requirement to apply for the full funding available  All values GST exclusive   |  |  | | --- | --- | | **Year 1** | 0.00 *excluding GST* | | **Year 2** *(if applicable)* | 0.00 *excluding GST* | |
| Co-funding | *If co-funding is provided (by either organisation), please tell us:*  *the organisation name*  *whether the co-funding is cash or in-kind*  *the value per year (excluding GST).* | All values GST exclusive  *Extend the work table as needed…*   |  |  |  | | --- | --- | --- | |  | **Funding Year 1** | **Funding Year 2** | | **Name of organisation providing co-funding** |  |  | | **Co-funding type** *(In-kind or Cash)* |  |  | | **Co-funding amount** *(GST exclusive)* | 0.00 | 0.00 | |
| Subcontracting | *For each year of funding, list the names of the subcontractors from other organisations that you may engage to complete your proposed research and the amount they will be paid (excluding GST).* | All values GST exclusive  *Extend the work table below as needed…*   |  |  |  | | --- | --- | --- | |  | **Year 1** | **Year 2** | | **Name of subcontractor organisation** |  |  | | **Amount they will be paid** | **0.00** | **0.00** | | **Name of subcontractor organisation** |  |  | | **Amount they will be paid** | **0.00** | **0.00** | | **Name of subcontractor organisation** |  |  | | **Amount they will be paid** | **0.00** | **0.00** | | **Total** *(input this total in the budget below)* | **0.00** | **0.00** | |
| \*Budget | *Using the following table as a guide, provide us with your project’s budget for each project year. Show clearly how the requested MBIE funding and any co-funding will be used to cover your project costs. Please ensure you complete the budget for all project years:*  *Sample Budget Table Use this table to prepare and structure your budget. All values should exclude GST.*  1Travel costs should not exceed 25% of the budget.  Funding does not allow for annual inflation adjustments over the term of the contract.  **Grand total:** is calculated as income (requested funding + co-funding) minus expenditure (expenses). This should equal zero. | All values GST exclusive. *Use a separate table for each year*  **Year 1**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Budget Item | *Itemised breakdown* | | Sub Totals (excl. GST) | Grand Total | |  |  | |  | **0.00** | | Income | Requested Funding | 0.00 | 0.00 | | Co-funding | 0.00 | | Expenses |  | | 0.00 | | Personnel costs | 0.00 | | 1Travel (e.g., flights and rental cars etc.) | 0.00 | | Overheads | 0.00 | | Consumables (e.g., printing, stationary, equipment purchase/hire) | 0.00 | | Subcontracting | 0.00 |   **Year 2**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Budget Item | *Itemised breakdown* | | Sub Totals (excl. GST) | Grand Total | |  |  | |  | **0.00** | | Income | Requested Funding | 0.00 | 0.00 | | Co-funding | 0.00 | | Expenses |  | | 0.00 | | Personnel costs | 0.00 | | 1Travel (e.g., flights and rental cars etc.) | 0.00 | | Overheads | 0.00 | | Consumables (e.g., printing, stationary, equipment purchase/hire) | 0.00 | | Subcontracting | 0.00 | |

| Section 8: Other Information | | |
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| ***Application fields*** *An asterisk (\*) indicates mandatory information.* | ***Content guide*** *Note that this guidance is not intended to constrain the information you provide.* | ***Your Response*** *To help form your funding proposal, draft your responses here.  When ready, transfer your draft information directly into your funding application into the appropriate fields in IMS. Note that formatting may be lost in this process. You can use the formatting toolbars in IMS to finalise and format your information. Applications must be completed and submitted to MBIE on or before* ***12 noon, 12 October 2022****.* |
| \*Intellectual property management plan | *If your work programme’s research activity is likely to generate intellectual property, provide details of your intellectual property management plan. If your proposal will not result in intellectual property, state “Not Applicable”.*  *For more information refer to the intellectual property protection information on* [*business.govt.nz*](https://www.business.govt.nz/) |  |
| \*Profiling | *Please confirm that your application makes a significant contribution to Māori research and innovation.*  *Please indicate what percentage the proposal makes to a significant contribution to Māori research and innovation (total must equal 100%).* | Either Yes or No  If Yes complete percentages in the table below…   |  |  |  |  | | --- | --- | --- | --- | | Not specifically relevant to Māori and not involving Māori | | | 0% | | Specifically relevant to Māori | | | 0% | | Research involving Māori | | | 0% | | Māori centered research | | | 0% | | Kaupapa Māori research | | | 0% | | Total | | | 100% | |  |  | |
| Conflicts of interest | *Declare any potential conflicts of interest and say why. This may include possible conflicts with Assessors or a part of MBIE you are engaged with.*  *We will publish the names of Assessors on the* [*Te Pūnaha Hihiko: Vision Mātauranga Capability Fund webpages*](https://www.mbie.govt.nz/info-services/science-innovation/funding-info-opportunities/investment-funds/vmcf) *before your application before the application submission period has ended.* | If none, leave blank… |
| \*Special ethical and regulatory requirements | *Are any ethical and/or regulatory approvals needed to conduct the proposed work?*  *If yes, have these been sought or obtained and why are they required?*  *If no ethical or regulatory requirements or approvals apply to your proposed research simply state “Not Applicable”.*  *If approvals have not yet been obtained, tell us how and when you expect to do so.*  *You are responsible for meeting all ethical and regulatory requirements relating to your proposed research. Any costs associated with fulfilling these requirements should be included in your budget (as “Other expenditure”). If delays occur due to failure to gain or initiate the necessary approvals, funding may be withheld, withdrawn or renegotiated.* | If none, leave blank… |