# Unlocking Curious Minds Contestable Fund Proposal Template

Use this template to complete your proposal for the Unlocking Curious Minds Contestable Fund. For information about this funding opportunity, see our [web pages](https://www.mbie.govt.nz/science-and-technology/science-and-innovation/funding-information-and-opportunities/investment-funds/curious-minds/unlocking-curious-minds-fund/).

By submitting a proposal, you are agreeing to [MBIE’s funding policies, terms and conditions](#_MBIE’s_funding_policies,).

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

* confirmed their personal details and the nature and level of their involvement in the work described in the proposal is correct
* read and accepted the terms and conditions of submitting a proposal and the information we may make public.

### Proposal Completion and Submission Requirements

* Use this template to complete your proposal in MS WORD and then copy the content into our Investment Management System (IMS).
* You should have access to IMS from when you registered, if not you will need to [request access to IMS](https://www.mbie.govt.nz/science-and-technology/science-and-innovation/funding-information-and-opportunities/process/ims/) before you can complete your application. Please make sure you request access at least one week before you want to submit your application.
* Respond to all questions and use sub-headings if appropriate to improve readability.
* Use pictures, graphs, and hyperlinks sparingly.
* Complete your application before 12 noon, 16 August 2023. Any change to this date will be notified via email and published on the MBIE website. To be added to the email notification list, email curiousminds@mbie.govt.nz.

## Proposal Template

### Section 1: Eligibility

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| * 1. **Eligibility**

Confirm that your application meets the Fund’s eligibility criteria which include:* + The proposed activity or activities must take place in one or more New Zealand regions (including the Chatham Islands).
	+ Applications must be from an organisation that is a legal entity with an IRD number.
	+ Legal entities may include incorporated societies, registered charities, registered companies, and trusts.
	+ New Zealand Government departments (as defined in Schedule 2 of the Public Service Act 2020) are not eligible to apply for funding.
	+ Centres of Research Excellence (funded through the Tertiary Education Commission) are not eligible to apply for funding.
	+ Your proposal must not 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.

Answer Yes/NoIf you have answered no to any of the above, explain why in 150 words or less.Enter your answer here… |

### Section 2: Project details

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| **2.1 Funding requested** Specify the total amount of funding (excluding GST) you are requesting from MBIE to cover total project costs.The minimum you can apply for is $50,000 (excluding GST).The maximum amount you can apply for is $150,000 (excluding GST).Project costs must be solely and directly related to the project work programme.Capital expenditure for any equipment with an asset life beyond the term of the project is not funded.Enter your answer here... |
| * 1. **Title**

Validate/update the project title you entered at Registration.Remember:* + This should be a meaningful title that clearly identifies the proposed project and reflects the nature of the science and technology involved.
	+ Do not include acronyms or abbreviations and avoid cryptic or humorous “tabloid” style titles.

Enter your answer here... |
| * 1. **Project start and end dates**

The funding period is from February 2024 to 31 December 2024. All projects approved for funding must start on 1 February 2024 and must be completed on or before 31 December 2024. If your proposed project’s end date is after 31 December 2024, you will need to request a project end date extension and outline the rationale (see below).Project End Date ExtensionIf applicable, in 30 words or less, provide a strong rationale for why your project cannot be completed on or before 31 December 2024.Enter your answer here... |
| * 1. **Project Location**

Tell us the region/s in which the project will take place.Enter your answer here... |
| * 1. **Keywords**

Validate/update the 5 key words entered at Registration.Remember these should:* + Each be between 3 and 55 characters in length.
	+ Best describe the nature of your project’s science and technology element.
	+ Not include acronyms or abbreviations.

Enter your answer here... |
| * 1. **Primary contact**

Validate/update the name, email address and telephone number of your primary contact person.Remember that this contact must have the authority to discuss your proposal with MBIE. |
| * 1. **Secondary contact**

Validate/update the name, email address and telephone number of your second contact person.Remember that this secondary contact must differ from the primary. |

### Section 3: Public statement

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| 1. 1. **Public statement**

In 200 words or less, provide us with a pre-prepared public statement that tells us about your project.This statement should be engaging and easily understood by the general public, and include:* + the aims and outcomes of your project.
	+ how you will go about achieving the aims and outcomes.
	+ who the target audience is.
	+ where the project is taking place.
	+ publishable contact details that can be used by the public and/or the media.

Do not include confidential information, references, images, video, or audio files.If your proposal is funded, this statement will be published on our webpages and may be used in the public arena.Enter your answer here... |
| * 1. **Online presence**

If you have an online presence for your project, provide in 100 words or less:* + The links to these (for example, to your website or social media accounts, etc.).
	+ A brief explanation of how you will use this for your project.

Enter your answer here... |

### Section 4: Project summary

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| 1. 1. **Project Summary**

**In 300 words or less, tell us in detail the overall aims and objectives of your proposed project and how you will achieve these. Include:*** + **What is distinctive about this project in the way it will engage the target audience.**
	+ **How the project contributes to the Fund's objective and outcomes.**
	+ **The results, impacts or outcomes you expect, and who will use or benefit from them.**
	+ **What the expected benefits are of the project beyond the project's completion date.**

**Be specific and clearly articulate strategy and methodology. Present a clear picture of the issue or problem, your audience, and the impact that your project will have.****Do not include references, hyperlinks, images, video, or audio files.**Enter your answer here... |

### Section 5: Project excellence

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| * 1. **Work Programme**

In 400 words or less, tell us about the project, including:* + the strategy guiding the development of your project
	+ its relevance to your chosen audience
	+ how you will ensure scientific rigour

Provide a brief project plan with a clear sequenced timeline of the key steps, stages or milestones.Enter your answer here... |
| * 1. **Project Team**

In 400 words or less, tell us about your project team’s:* + skills and experience with similar projects
	+ ability to connect with the target audience

Enter your answer here... |
| * 1. **Sample team table**

Using the following table as a guide, detail the key personnel that will be involved in the project. Do not provide CVs.Sample Team Table

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Role  | Full Name | Email Address | Invited to register forand/or enter ORCID iDs | Invited to register andenter Diversity |
| \*Project Leader | *Mandatory*  | *Mandatory*  | *Yes* | *Yes* |
| \*Key individual | *Mandatory*  | *Mandatory*  | *Yes* | *Yes* |
| \*Expert | *Mandatory*  | *Mandatory*  | *Yes* | *Yes* |
| Other  | *Mandatory*  | *Mandatory*  | *No* | *Yes* |

**Role Descriptions****Project Leader:** The person leading the project.**Key Individual:** An individual with a significant role in the project.**Expert:** A science and technology expert involved in the project.**Other:** A significant role that does not fit the other categories.Note the mandatory roles (\*). Name at least one Key individual and at least one Expert.As part of our [statement of Diversity in Science](https://www.mbie.govt.nz/assets/95e033c7bc/diversity-in-science-statement.pdf) the mandatory roles will be invited to register separately in IMS and enter their diversity data as part of their profile.When entering your project team information, you will trigger a registration invitation to be sent to your team members. 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](https://www.mbie.govt.nz/dmsdocument/2032-collecting-diversity-information-pdf) which is also available on our [IMS webpage](https://www.mbie.govt.nz/science-and-technology/science-and-innovation/funding-information-and-opportunities/process/ims/).We will not fund salaries of individuals employed by local or central government but may fund other costs associated with their involvement.Enter your answer here... |
| * 1. **Partners**

**In 300 words or less, tell us how you will leverage the science and technology engagement capabilities of other organisations. This includes evidence of linkages with relevant partners, in both the community and scientific field of engagement, relevant Māori involvement, and any co-funding commitments you may have secured.**Enter your answer here... |

### Section 6: Project impact

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| * 1. **Target audience**

**In 400 words or less, tell us about the project’s target audience. Include:*** + **the size of the target audience**
	+ **why this project is relevant to them and why now**
	+ **how this project broadens the ability of the target audience to engage with science and technology, and how you will measure this**
	+ **clear justification for how your identified target audience:**
		- **has fewer opportunities to learn about and to engage with science and technology, and**
		- **is aligned with the objectives and outcomes of both the Fund and** [A Nation of Curious Minds – He Whenua Hihiri I Te Mahara - A National Strategic Plan for Science in Society](https://www.mbie.govt.nz/assets/science-in-society-plan.pdf)**.**

Enter your answer here... |
| * 1. **Science Awareness**

In 400 words or less, tell us the extent to which the project:* + promotes and increases the visibility of science in the wider community
	+ promotes and increases different research methodologies in the wider community and promotes and increases the visibility of higher education and science career pathways
	+ where relevant, reflects Te Ao Māori by demonstrating aspects of Māori centered research, kaupapa Māori research methodologies and enablement of mātauranga methods appropriately and respectfully
	+ where relevant, reflects other knowledge systems where appropriate such as Pacific-centered research.

Enter your answer here... |

### Section 7: Previous funding

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| * 1. **Previous Unlocking Curious Minds funding**

**If the proposed project is an extension or expansion of a previously funded Unlocking Curious Minds project, in 100 words or less, tell us:*** + **the name and contract number of the previous project.**
	+ **how this proposal differs from the previously funded work and provide strong evidence to support how those changes will:**
		- **provide for new activities.**
		- **reach a new target audience/s.**

Enter your answer here... |

### Section 8: Project budget

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| --- |
| * 1. **Co-funding**

**If you have co-funding from your partners, in 200 words or less, tell us:*** + **the name of the co-funding organisation**
	+ **the co-funding amount (excluding GST)**
	+ **whether the co-funding is cash or in-kind**
	+ **if your co-funding is provided in-kind, describe how this has been calculated.**

Enter your answer here...**Cash co-funding is cash received from an organisation that contributes directly to your proposal. This cash:*** + **does not include money you may receive before the start date or after the end date of the project**
	+ **must be essential to the achievement of the work programme and be genuine cash funding for the proposed project**
	+ **is not money from which an income is derived or that can be returned to the co-funder.**

**In-kind co-funding is a non-cash contribution that contributes directly to your proposal. This may include the use of equipment, staff time or access to data.** **The value of in-kind co-funding should, in most cases, be the actual cost incurred by the co-funder. If necessary, the value may be estimated using either the usual cost of the good or service as advised by the provider or, if the item is not generally traded, your estimate of the out-of-pocket costs sustained by the provider in making the good or service available to you.** |
| * 1. **Budget**

Using the following table as a guide, provide us with your project’s budget. Show clearly how the requested MBIE funding and any co-funding will be used to cover your project costs.* + Project costs must be solely and directly related to the project work programme. Capital expenditure for any equipment with an asset life beyond the term of the project is not funded.
	+ It is not a requirement to apply for the full funding amount available.
	+ Your total expenditure must equal the funding income inclusive of co-funding (if applicable).

**Sample Budget Table** Use this table to prepare and structure your budget. All values should exclude GST.

|  |  |  |  |
| --- | --- | --- | --- |
| Budget Item |  | Subtotals*(excl. GST)* | Project Total |
| Itemised breakdown  |
|  |  |  | 0.00 |
| Income | Requested Funding | 0.00 | 0.00 |
| Co-fundingFor example, resource contributions | 0.00 |
| Expenses |  | 0.00 |
| Personnel costs | 0.00 |
| Travel - for example, flights and rental cars, etc. | 0.00 |
| Accommodation (including Koha) | 0.00 |
| Overheads | 0.00 |
| Materials and ConsumablesFor example, printing, stationery, clothing (protective), equipment purchases, equipment hire etc. | 0.00 |
| Other expenses (please specify) | 0.00 |

In 150 words or less, explain the major items of expenditure (as detailed in the itemised breakdown above).Enter your answer here... |

### Section 9: Ethics and health and safety

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| * 1. **Human, cultural, and ethical issues**

**If applicable, in 100 words or less, describe how you will manage any human and cultural ethical issues that may arise during the project period.**Enter your answer here... |
| * 1. **Animal-related ethical issues**

**If applicable, in 100 words or less, describe how you will ensure that you manage any animal-related ethical issues that may arise in the conduct of your project.**Enter your answer here... |
| * 1. **Health and safety**

**If applicable, in 100 words or less, describe how you will ensure that you manage any health and safety issues that may arise during the project period.**Enter your answer here... |

### Section 10: Conflicts of Interest

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| * 1. **Conflicts**

**Validate/update the conflicts of interest declared at Registration. This may include possible conflicts with Assessors or a part of MBIE you are engaged with. Check the list of Assessors and Assessment Panel members on our** [web page](https://www.mbie.govt.nz/unlocking-curious-minds-contestable-fund-2024-call-for-proposals) **which will be published by 2 August 2023.** |

### Section 11: Additional information

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| * 1. **Other**

**Tell us how you heard about the Unlocking Curious Minds contestable fund. Select from these options:*** + **Ministry of Business, Innovation and Employment’s website:** [www.mbie.govt.nz](http://www.mbie.govt.nz)
	+ **An email notification from the Ministry of Business, Innovation and Employment**
	+ **An email notification from another Government agency**
	+ **Through social media (for example Facebook, Twitter)**
	+ **A work colleague**
	+ **My school**
	+ **A community group**
	+ **My family or friends**
	+ **Other**

Enter your answer here...If other, please state where you heard about the Unlocking Curious Minds contestable fund.Enter your answer here... |

## MBIE’s funding policies, terms and conditions

By submitting an application, you are accepting and agreeing to MBIE’s funding policies, terms and conditions. Neither this funding opportunity, nor any contract resulting from the invitation process is intended to create a partnership agreement between MBIE and the Applicant.

### Funding policies

Our funding polices show our commitment to:

* everyone having a fair and equal opportunity to participate in the science system to their fullest potential, and
* ensuring that all science data generated through its investments meets minimum expectations of good data management and public availability.

For more see our web page [Agencies, policies and budget initiatives](https://www.mbie.govt.nz/science-and-technology/science-and-innovation/agencies-policies-and-budget-initiatives/).

### Funding terms and conditions

1. General

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

1. Investigations and reliance on information

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

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

1. Reliance by applicants

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

1. Reliance by MBIE

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

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

1. Inducements

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

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

1. Ownership and intellectual property

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

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

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

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

1. Confidentiality

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

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

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

1. The proposal process

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

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

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

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

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

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

1. No process contract

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

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

1. Exclusion of liability

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

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

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

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

1. Costs and expenses

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

1. Governing law and jurisdiction

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

1. Disclosure of information

14.1 MBIE may make public the following information:

* The proposal title
* The name of the successful Host (the Contracting organisation)
* The names of all Partner organisations
* The public statement (as provided in the proposal)
* The public statements in the Progress report(s) and/or Final report) (if funded)
* The total amount of funding provided
* The contract number (if funded)
* The contract start and end dates (if funded)
* The contract status (if funded)

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