# Research Programmes Registration Template - 2024 Investment Round for the Endeavour Fund

Use this template to complete your registration for the Research Programmes 2024 Investment Round. 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/endeavour-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.

### Registration Completion and Submission Requirements

* Use this template to complete your registration in MS WORD and then copy the content into Pītau our online Investment Management System.
* To access Pītau you will first need a [RealMe](https://www.realme.govt.nz/) account.
* Once you have a RealMe account you will need to [request access](https://www.mbie.govt.nz/science-and-technology/science-and-innovation/funding-information-and-opportunities/process/ims/) to Pītau.
* Respond to all questions and use sub-headings if appropriate to improve readability.
* Do not use images, graphs, or hyperlinks.
* Adhere to word limits and this includes words used in tables.
* Complete your registration before 12 noon, 6 December 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, [subscribe to Endeavour Alerts](https://confirmsubscription.com/h/r/518BD57FB2880987)..

## Registration Template

### Section 1: Key Information

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| * 1. **Title (12 words maximum)**

Provide a meaningful and accurate descriptive title that identifies the nature of proposal.Do not include acronyms or abbreviations. Titles should clearly reflect the nature of the research involved. Avoid puns, cryptic or humorous “tabloid” style titles.You can change the title after Registration. Enter your answer here... |
| * 1. **Start Sate and End Date**

All projects will commence 1 October 2024. Select the end date of your project. The project duration is three, four or five years.Enter your answer here... |
| * 1. **Total Funding Requested**

This is auto populated from the requested funding in the Financial Information section. |
| * 1. **Contact Details – Application Administrator**

Provide the name, email address, and telephone number of your Application Administrator.* + Application Administrator - This person must have the authority to discuss your application with us and will receive MBIE communications and updates during the submission phase. It is usually someone from your Research Office and should not be the Principal Investigator/Programme Leader.
	+ Back-up Application Administrator – This person must differ from the Application Administrator.

**Enter your answer here...** |
| * 1. **Contact Details – Contract Administrator**

Provide the name, email address, and telephone number of your Contract Administrator.* + Contract Administrator - Should your application be approved for investment this person must have the authority to discuss your contract with us and will receive MBIE communications and updates during the term of the contract. It is usually someone from your Research Office and should not be the Principal Investigator/Programme Leader.
	+ Back-up Contract Administrator - This person must differ from the Contract Administrator.

The Back-up Contract Administrator and Back-up Application Administrator can be the same persons.**Enter your answer here...** |
| * 1. **Proposal Summary (280 words maximum)**

Please provide a brief summary of your proposal to help MBIE identify the required assessment expertise.Your Proposal Summary will not auto populate to your Full Proposal of the application process, but it can be used as the basis for the Executive Summary in subsequent application phases.**Enter your answer here...** |
| * 1. **Research Key Words**

Search for and select in the drop-down box in Pītau up to 15 key words (each between 3 and 55 characters in length) that describe the nature of your research.Do not include phrases, acronyms or abbreviations.The keywords entered here will apply to your Full Proposal and cannot be changed after Registration. They will be used to help select Assessors for your proposal.**Enter your answer here...** |
| * 1. **Eligibility**

Confirm that your application meets the eligibility criteria set out in the [Gazette Notice](https://gazette.govt.nz/notice/id/2023-go3115):Proposals must:* + be made by a New Zealand-based Research Organisation or a New Zealand-based legal entity representing a New Zealand-based Research Organisation
	+ be designed so that the majority of benefits accrue outside of the Research Organisation or legal entity which represents the Research Organisation
	+ not be made by a department of the public service as listed in Schedule 2 of the Public Service Act 2020
	+ be made under an investment mechanism specified in the [Gazette Notice](https://gazette.govt.nz/notice/id/2023-go3115)
	+ be for research, science or technology, or related activities, the majority of which are to be undertaken in New Zealand, unless the Science Board considers that there are compelling reasons to consider the proposals, despite the amount of research, science or technology or related activities being proposed to be undertaken overseas
	+ 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
	+ meet any applicable timing, formatting, system or other similar administrative requirements imposed by MBIE in supplying administrative services to the Science Board under section 10(7) of the RS&T Act 2010
	+ advise that the proposed funding recipient will, and the Science Board is of the view that it can adhere to the terms and conditions of funding set out in an investment contract determined by the Science Board
	+ not be for activities already funded elsewhere.

In addition to the above criteria, to be eligible:* + research proposals can include some out-of-scope research outcomes (health which includes cost savings to the healthcare system, defence and expanding knowledge) and remain eligible, as long as the sum of these outcomes is less than 50% of the proposal’s outcomes.

Please note that applications determined to be ineligible by the Science Board cannot be awarded funding.Confirm you meet all the eligibility criteria.If you are unsure whether your application meets these criteria, please explain why.Explain why here…Does your application meet these criteria? Yes/No |

### Section 2: Resources

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| * 1. **Indicative Project Team**

Provide the details of known personnel that will be involved in delivering the proposed research.**Please provide:*** + **Name**
	+ **Organisation**
	+ **Email**
	+ **ORCiD number (optional)**

Only the Principal Investigator/Programme Leader information is required at this stage. MBIE will use this team information to help identify the required assessment expertise.

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| Role | Required | Diversity required for submission of application |
| \* Principal Investigator/Programme Leader | Mandatory | Not Required |
| Key Researcher | Optional | Not Required |
| Key Individual | Optional | Not Required |
| Researcher | Optional | Not Required |
| Expert/Mentor | Optional | Not Required |
| Student | Optional | Not Required |
| Project Support | Optional | Not Required |

If diversity information is required for submission of your application the named person will receive an invitation to complete their diversity profile. |

### Section 3: Financial Information

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| 1. 1. **Requested Funding**

Specify the funding requested for the first year (excluding GST).MBIE uses a flat funding model so all other years will populate automatically.Enter your answer here… |

### Section 4: Classifications

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| * 1. **Investment Signals**

The Science Board will look for opportunities to fund proposals:* + Whose primary objective is to create new knowledge pathways to support the transition to a low emissions and climate resilient economy.
	+ That support new or existing industries to be knowledge intensive (i.e., are characterised by workforces that are predominantly highly skilled, and which have the technology, tools and resources to create higher value products and services).

If your proposal addresses one or both of the specific investment signals, select the appropriate signal(s) in the tick box selections in Pītau. State "Not Applicable" if your proposal does not align to the specific signals.These signals may be used during the portfolio approach, so it is important to be accurate and articulate well in your application why and how your proposal aligns to the selected signals. The full wording of the signals is in the [Investment Plan 2022-2024](https://www.mbie.govt.nz/assets/endeavour-fund-investment-plan-2022-2024.pdf).**Explain your selections (400 words maximum)**Do not include references, hyperlinks, images, video, or audio files.Enter your answer here… |
| * 1. **Impact Category**

Select the Impact Category that most closely aligns to your proposal. Either Protect and Add Value category or Transform Category. **Provide a brief explanation of how the proposal aligns to this category (400 words maximum)**Do not include references, hyperlinks, images, video, or audio files.Enter your answer here… |
| * 1. **Field of Research**

The Australian and New Zealand Standard Research Classifications (ANZSRC) are used. The Field of Research codes (FoR) can be found in Stats NZ's classification management system Aria [Field of Research 2020](https://aria.stats.govt.nz/aria/#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/d3TYSTsmz2uc8CY1).You must provide a **maximum of three** FoR codes to categorise the research and development activities associated with your application. The relative proportion of total expenditure attributed to each of these should total 100%. Please use as few codes as possible.The codes selected will apply to your proposal and cannot be changed after Registration. They will be used to help MBIE identify the required assessment expertise.MBIE may contact you if:* + you have provided more than three codes, or
	+ we identify a potentially inaccurate coding.

The codes entered here will apply to the Full Proposal and cannot be changed after Registration.Enter your answers here…

|  |  |  |  |
| --- | --- | --- | --- |
| Code |  |  |  |
| Percentage  |  |  |  |

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| * 1. **Socio-Economic Objective**

The Australian and New Zealand Standard Research Classifications (ANZSRC) are used. The Socio-Economic codes (SEO) can be found in Stats NZ's classification management systems Aria [Socio-Economic Objective 2020](https://aria.stats.govt.nz/aria/#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/d1iJyaEzjWHJiRej).You must provide a **maximum of three** SEO ANZSRC codes to categorise the research and development activities associated with your application. The relative proportion of total expenditure attributed to each of these should total 100%. Please use as few codes as possible.The codes selected will apply to your proposal Full Proposal and cannot be changed after Registration. They will be used to help MBIE identify the required assessment expertise.Research proposals can include out-of-scope research outcomes (health [20XXX: 2013XX: 2107XX: 2111XX;], defence, [14XXXX] or expanding knowledge [28XXXX] provided the sum of these outcomes is less than 50% of the proposal's outcomes. If the sum of these out-of-scope research outcomes is 50% or greater, then the proposal will be declined as ineligible. Regardless of how your proposal is coded under the ANZSRC research classification, if the Science Board considers your proposal contains primarily out-of-scope research outcomes, the proposal will be declined as ineligible.Take care to apply the correct Socio-Economic Objective (SEO) ANZSRC code research classification to your proposal:* + selecting SEO codes in health (20XXXX; 2013XX; 2107XX; 2111XX) is likely to indicate that the main Socio- Economic Objective of the project is to improve health outcomes for New Zealanders. This cannot be the primary outcome of research funded by the Endeavour Fund. Consider the primary aim of your research and whether it should be coded to economic or non-health related societal outcomes. If not, redirect your application to other funding sources.
	+ selecting SEO codes in defence (14XXXX). Defence is not considered an economic, environmental, or societal outcome. Consider the primary aim for your research and whether it should be coded to an economic, environmental or societal outcome. If not, redirect your application to other funding sources.
	+ selecting SEO codes in the expanding knowledge (28XXXX) series indicates that the project does not have an identifiable Socio-Economic Objective, and this code should only be used for pure, basic research. Consider the primary aim of your research and whether it should be coded to an economic, environmental or societal outcome. If not, redirect your application to other funding sources.

MBIE may contact you if:* + you have provided more than three codes, or
	+ we identify a potentially inaccurate coding.

Please note that applications determined to be ineligible by the Science Board cannot be awarded funding.The codes entered here will apply to the Full Proposal and cannot be changed after Registration.Enter your answers here…

|  |  |  |  |
| --- | --- | --- | --- |
| Code |  |  |  |
| Percentage  |  |  |  |

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### Section 5: Conflicts of Interest

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| * 1. **Conflicts of Interest**

Declare any potential conflicts of interest and say why, noting that declaring a large number of conflicts or declaring conflicted institutions may reduce the pool of Assessors available to assess your proposal. See MBIE's webpage for more details, and the members of the [College of Assessors](https://www.mbie.govt.nz/science-and-technology/science-and-innovation/funding-information-and-opportunities/process/assessors/).Do you have one or more conflict of interests to declare? Yes/No? If you select Yes, then please name the conflict and the reason of being a conflict. |

## 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, employment, or agency 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 funding contract.

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 (OIA) 1982, 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 formal written 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)
* Any Australian and New Zealand Standard Research Classification (ANZSRC) codes provided in your application (if funded)
* The name(s) of the Principal Investigator(s) unless the Contractor or individual has requested these remain confidential.

14.2 You must not 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.