# New Zealand – NASA Research Partnerships 2023 Proposal Template

Use this template to complete your proposal for the New Zealand ­- NASA Research Partnership 2023 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/catalyst-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 IMS, our investment management system.
* You will need to [request access](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.mbie.govt.nz%2Fassets%2Finvestment-management-system-access-request-form.docx&wdOrigin=BROWSELINK) to IMS before you can complete your application. Please make sure you request access at one week before you want to submit your application.
* Once you have been given access you can login to IMS [here](https://ims.msi.govt.nz/myfrst/)
* Respond to all questions and use sub-headings if appropriate to improve readability.
* Do not use pictures, graphs, tables, or hyperlinks.
* Complete your application before 12 noon, 14 November 2023. Any change to this date will be notified via email and published on the MBIE website.

## Proposal Template

### Section 1: Key information

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| * 1. **New Zealand Business Number (NZBN)**   The NZBN and registration number (if applicable) populate automatically in IMS. The registration number applies if you are an incorporated society, charitable trust or company.  If this field is blank, email these details to [imssupport@mbie.govt.nz](mailto:imssupport@mbie.govt.nz). NZBN/Registration numbers allow MBIE to check that you are a New Zealand legal entity. |
| * 1. **Company registration number**   If you are a Trust, Incorporated Society or Company your registration number will show here. |
| * 1. **Total funding requested**   Enter in the amount that you would like to be funded. The maximum funding available is NZ$75,000 (Excluding GST).  Enter your answer here... |
| * 1. **Project title (12 Words maximum)**   Provide a meaningful title that identifies the nature of your proposed feasibility study (the ‘Project’).  Do not use acronyms or abbreviations. Your title will be used for everyday use and reference.  Enter your answer here... |
| * 1. **Start and end dates of your project**   Please enter a start date and an end date for your proposal. All projects will commence 1 April 2024. The project duration is for up to 6 months.  Enter your answer here... |
| * 1. **Primary research theme (within the field of Earth observation)**   Proposals must be in the field of Earth observation. Choose the primary research theme that best describes the major focus of your proposal from the list below (select one only).   * + Natural hazards   + Water and climate modelling   + Environmental monitoring   + Biodiversity   Enter your answer here... |
| * 1. **Primary contact details**   Please supply a name, email address, and phone number for the primary contact. This contact must have the authority to discuss the proposal with MBIE.  Enter your answers here... |
| * 1. **Secondary contact details**   Please supply a name, email address, and phone number for the secondary contact. This contact must be different than the primary contact and have the authority to discuss the proposal with MBIE.  Enter your answers here... |
| * 1. **Eligibility**   Applicants must meet all the eligibility criteria below for their proposal to be assessed. Applicants who don’t meet these criteria will be declined funding on eligibility grounds.   * + The proposal must be made by a New Zealand-based research organisation or a New Zealand-based legal entity representing a New Zealand-based research organisation.   + The New Zealand Science Leader must be employed by a New Zealand-based research organisation, or a New Zealand- based legal entity representing a New Zealand-based research organization.   + Each proposal must include a Letter of Intended Collaboration from a NASA Center using the template letter provided in the ‘Key documents’ section.   + The proposal must not be made by a department of the public service as listed in Schedule 2 of the Public Service Act 2020.   + Proposals 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.   + Proposals must be submitted in IMS before the closing date and meet all the administrative requirements.   This funding opportunity is open to both public and private research organisations. A research organisation is an organisation that has internal capability for carrying out research, science or technology, or related activities.  Applicants may submit multiple proposals, but each proposal must be for a significantly different research project. If a New Zealand research team submits multiple proposals based on the same project, all proposals for that project may be deemed ineligible.  Answer Yes or No (if you answer no, you are ineligible). |
| * 1. **Letter of intended collaboration**   Please upload your Letter of Intended Collaboration completed by the proposed NASA Center. |
| * 1. **Project summary (300 words maximum)**   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.  Describe your proposed project including:   * + the key challenge or problem you are addressing   + what you are aiming to achieve   + what you propose to do (hypothesis and scientific approach)   + a high-level description of how the New Zealand and NASA teams will work together to achieve it   + the outcomes and impacts you expect, how they will be achieved, and who will use or benefit from them.   Enter your answer here... |
| * 1. **Public statement (300 words maximum)**   **Provide us with a public statement about your project ensuring any confidential information is not included. This should describe your research in language understandable to the general public.**  **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.**  Enter your answer here... |

### Section 2: Performance area

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| **2.1 Assessment Criteria – Excellence: 40% weighting (300 words maximum)**  Will the project lead to the creation of new knowledge through high quality research?  The Assessors will consider to what extent the proposal:   * + will lead to the creation of new knowledge which is of the highest calibre, and that will have national and international scientific impact and recognition   + utilises applicable scientific and technological principles, including a well-designed research plan and a credible approach to managing risk, that will enable delivery of the proposed research aims   + is ambitious in terms of scientific risk, novelty and/or innovative approaches, and leverages state-of the-art knowledge and facilities   + is led by world-class science leaders or potential future leaders, with the skills, knowledge and resources to deliver the proposed activities and to manage risk   + explains the science and innovation opportunities and contributions of indigenous knowledge, people and resources for the benefit of all New Zealand and humanity more broadly.   Enter your answer here... |
| **2.2 Assessment Criteria – Connections: 30% weighting (300 words maximum)**  Will the project establish an enduring collaboration between and within New Zealand and NASA collaborating organisations?  The Assessors will consider to what extent:   * + the New Zealand research team and its proposed international partners have excellent track records of collaborating with other institutions and delivering research results.   + the proposed partners offer highly complementary, world-class expertise, knowledge, capabilities and resources, building a high-performing and connected research team.   + the research team and its partner have outstanding capabilities and capacity to build and manage a substantive international partnership and fully realise the stated international opportunities.   + the research team and its partners have outstanding and comprehensive capabilities including scientific and other resourcing, and supporting infrastructure, to deliver the proposed activities.   + the proposed project will give effect to Vision Mātauranga policy, creating connections with and for Māori in a genuine and meaningful way.   Enter your answer here... |
| **2.3 Assessment Criteria – Impact: 30% weighting (300 words maximum)**  Will the project deliver knowledge aligned to wider economic, social and environmental goals of New Zealand?  The Assessors will consider to what extent:   * + the proposal has a strong line of sight to expected benefits that are of national and global significance, where the analysis supporting the estimates of benefits and uncertainty is excellent.   + the New Zealand and international partners have excellent records of engagement with end-users, with the potential to bring together New Zealand research capabilities.   + the proposal identifies opportunities and needs that are important/relevant and connected to multiple end-users or end-user research sectors.   + the project has potential to support a pipeline of research/knowledge transfer within the wider science systems to build long-term capability and enable the development of new ideas/applications.   + the proposed research gives effect to Vision Mātauranga policy, including benefits to Māori (iwi, communities/groups, and/or businesses).   + the proposed project will give effect to the New Zealand National Statement of Science Investment 2015-2025, the New Zealand National Space Policy, the New Zealand Aerospace Strategy and NASA’s Strategic Plan and Science Strategy.   Enter your answer here... |
| **2.4 Vision Mātauranga (200 words maximum)**  Will this proposal give effect to the Vision Mātauranga Policy, i.e., realise the potential of Māori people, knowledge, and resources? (Yes/No)   * + If yes: How will this proposal give effect to the Vision Mātauranga Policy? In describing impacts to be realised for New Zealand, include the specific activities, outputs and outcomes that will create impact for Māori.   + If no: Describe how Vision Mātauranga was considered and the rationale for the position taken.   Enter your answer here... |
| **2.5 Mātauranga Māori**  What best describes the use of Mātauranga Māori in your project? (Select one):   * + It does not contain Mātauranga Māori   + There is some Mātauranga Māori, but it is not the main science knowledge   + There is a balance between Mātauranga Māori and other science knowledge   + Mātauranga Māori is the central knowledge system in the project.   Enter your answer here...  What percentage of the proposed activities will use a Kaupapa Māori methodology?  Enter your answer here... |
| **2.6 Research plan (500 words maximum)**  **Explain and briefly outline:**   * + **your chosen approach and how it will achieve your objectives**   + **the technical risks you have identified and the steps you have taken or will take to mitigate or manage them**   **Your Research Plan should be understandable to assessors, regardless of their specific field of expertise. You may include images but not hyperlinks, video, or audio files.**  Enter your answer here... |
| **2.7 Risks (200 words maximum)**  **Provide a brief description of any major risks to the project achieving the intended outcomes. Include consideration of potential barriers that may pose a risk to the success of the project. Where possible, give an indication of the likelihood and significance of the risk and any mitigation strategies which will be put in place to minimise and/or manage the risk(s).**  Enter your answer here... |

### Section 3: Resources

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| **3.1 Team capability (300 words maximum)**  Outline the research capability, providing a description of each team member’s role in the project and the tasks they will be responsible for, the expertise they bring to the project and why those skills are necessary in order to deliver the project.  Enter your answer here... |
| **3.2 Project**  You only need to add one Milestone.  Title the Milestone **NASA.** No further text is required in this section.  A Milestone is required before FTE information can be entered into the New Zealand Project Team section. |
| **3.3 New Zealand Project Team**  Please complete the table.  **NZ Team:** detail the key personnel that will be involved in the project and provide Full Time Equivalents (FTEs). A supporting CV must be provided for the Science Leader.   * + \* Roles with an asterisk are mandatory to complete   + The time commitment for each team member is entered as FTEs. FTE means Full Time Equivalent and is calculated based on the number of hours per week worked by an individual on average over the term of a project. 1 FTE is equivalent to 40 hours per week. A person who works 20 hours a week on a 6-month project would be 0.5 FTE.   + MBIE will not fund salaries of individuals employed by local or central government but may fund other costs associated with their involvement.   + CVs do not have to comply with the standard New Zealand Research, Science and Innovation (RS&I) CV template. Narrative CVs may be provided.   For more information on the narrative-style CV format, please visit [MBIE’s website](https://www.mbie.govt.nz/science-and-technology/science-and-innovation/funding-information-and-opportunities/process/ims/).   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Role | Full Name required | CV | FTE required | Diversity information required for submission of proposal | | \*Science Leader | Mandatory | Yes | Min 0.15 | Yes | | Key researcher | Optional | No | Required if role is used | Yes | | Key individual | Optional | No | Required if role is used | Yes | | Post-doctoral researcher | Optional | No | Required if role is used | Yes | | Expert/mentor | Optional | No | Required if role is used | Yes | | Student | Optional | No | Required if role is used | Not Required | | Contract Manager | Optional | No | Not Required | Not Required |   As part of MBIE’s diversity policy, New Zealand Science Leaders / Key researcher / Key individuals will be invited to register separately in the online portal where the following information will be captured:   * + gender   + ethnicity   + career stage   + date of birth.   **All diversity information must be completed before the application can be submitted.**  For more information on the collection of diversity information, see [MBIE’s portal webpage](https://www.mbie.govt.nz/science-and-technology/science-and-innovation/funding-information-and-opportunities/process/ims/). |
| **3.4 NASA Project Team**  Enter the key personnel from the NASA project team that will be involved in the Project. You must include at least one team member and tell us the indicative FTE contribution. If you enter additional roles, please include their contact details.  FTE means Full Time Equivalent and is calculated based on the number of hours per week worked by an individual on average over the term of a project. 1 FTE is equivalent to 40 hours per week. A person who works 20 hours a week on a 6-month project would be 0.5 FTE.   |  |  |  | | --- | --- | --- | | Role (Describe) | Full Name required | Minimum FTE required | |  | Mandatory | Yes |   Add more rows if needed. |
| **3.5 Supporting organisations**  Specify any additional organisation(s) you are collaborating with, their country of origin and their contribution to your research. This should include an indication of key researchers or other resources identified to be contributed (such as co-funding or access to specialised equipment).  Please enter in the organisation name, country, Type of Relationship (select either end user, collaborator, partner or other) and a description of the relationship (100 words maximum per relationship).  Enter your answers here... |

### Section 4: Budget

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| **4.1 Income**  Requested funding will auto-populate in IMS (if you have filled in Section 1.3) |
| **4.2 Expenses**  Provide a budget for the project using the table below.  Travel costs should not exceed 25% of the budget. Total income must equal expenditure and all values should exclude GST. Funding does not allow for annual inflation adjustments over the term of the contract.   |  |  | | --- | --- | | Personnel |  | | Travel |  | | Overheads |  | | Subcontracting |  | | Other |  | | Materials and Consumables |  | | Total |  | |

### Section 5: Classifications

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| **5.1 Field of Research**  An [ANZSRC code](https://www.mbie.govt.nz/science-and-technology/science-and-innovation/research-and-data/anzsrc/) is a standard classification that allows research and development activities to be categorised according to their intended purpose, outcome and/or discipline.  Select up to FOUR from [Field of Research](https://aria.stats.govt.nz/aria/) (FOR) ANZSRC codes to categorise the research activities associated with your application. The relative proportion of total expenditure attributed to each of these should add up to 100%. Please use as few codes as possible.  Enter your codes here…   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Code |  |  |  |  | | Percentage |  |  |  |  | |
| **5.2 Socio-Economic Objective**  **Select up to FOUR from** [Socio-Economic classifications Objectives](https://aria.stats.govt.nz/aria/) **(SEO) ANZSRC codes to categorise the research activities associated with your application. The relative proportion of total expenditure attributed to each of these should add up to 100%. Please use as few codes as possible.**  Enter your codes here…   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Code |  |  |  |  | | Percentage |  |  |  |  | |
| **5.3 Type of research activity**  **Indicate the proportion (percentage) of the proposed research that is relevant to each category listed. Total must equal 100%.**   * + **Categories include:**   + **Basic pure research**   + **Strategic basic research**   + **Applied research**   + **Experimental development**   + **Not relevant to a research type**   **Total** |

### Section 6: Additional information

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| * 1. **Intellectual property management plan (200 words maximum)**   Outline how you will identify, protect and share any intellectual property generated by the project in accordance with the investment goals and to ensure maximum benefit to New Zealand. This includes management of IP between collaborators.  If the success of your project is dependent on access to existing intellectual property, outline the agreements you have in place to use it. For more information refer to the intellectual property protection information on [business.govt.nz](https://www.business.govt.nz/).  Enter your answer here... |
| **6.2 Special ethical and regulatory requirements (200 words maximum)**  **Tell us if any ethical and regulatory approvals are needed to conduct the proposed work and whether these have been sought or obtained. If approvals have not yet been obtained, tell us how and when you expect to do so.**  **If no ethical or regulatory requirements or approvals apply to your proposed research simply state “Not Applicable”.**  **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.**  Enter your answer here... |
| **6.3 Data Management Plan (250 words maximum)**  **Outline your data management plan. You will also need to confirm access to any data required for the project.**  Enter your answer here... |
| **6.4 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.**  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, 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 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 unless (and 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)
* ANZSRC information provided in your application (if funded)

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.