# Smart Ideas Proposal Template - 2025 Investment Round for the Endeavour Fund

The Endeavour Smart Ideas Proposal template is for you to use before submitting your application online using our Investment Management System Pītau.

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:

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

**Proposal submission requirements**

* Before you can submit your proposal, you must register first.
* Adhere to all guidelines on formatting, CVs, and word limits (includes words used in tables). Proposals that do not comply with these guidelines may be declared ineligible.
* 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, contact your Research Office to get access to Pītau. If you don’t have a Research Office, please contact [imssupport@mbie.govt.nz](mailto:imssupport@mbie.govt.nz)
* Respond to all questions and use sub-headings if appropriate to improve readability.
* Do not use images, graphs, or hyperlinks unless asked to.

The Pītau portal is open for open for you to submit your proposal between **30 September 2024 until 12 noon, 11 December 2024**. Any change to this date will be notified via email and published on MBIE’s website. To be added to the email notification list, [subscribe to Endeavour Alerts](https://confirmsubscription.com/h/r/518BD57FB2880987).

## Smart Ideas Proposal Template

### Section 1: Key Information

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| * 1. **Title (12 words maximum)**   If required, you can update your title from Registration. Your title should be a meaningful and accurate descriptive title that identifies the nature of the proposal and your research.  Do not include acronyms or abbreviations. No puns, cryptic or humorous “tabloid” style titles.  Please note: If your application is successful, your title will be published on the MBIE website.  Enter your answer here… |
| * 1. **Start Date and End Date**   The start and end date are auto populated from your Registration and cannot be changed.  DD/MM/YYYY - DD/MM/YYYY |
| * 1. **Contact Details – Application Administrator and Back-up Application Administrator**   Validate and/or update, if required, the name, email and telephone number for the below:  The Application Administrator 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 or administration team and should not be the Principal Investigator/Programme Leader.  Back-up Application Administrator must differ from the Application Administrator and meet the criteria outlined above.  **Enter your answers here…** |
| * 1. **Contact Details – Contract Administrator and Back-up Contract Administrator**   Validate and/or update, if required, the name, email and telephone number for the below:  Should your application be approved for investment; the Contract Administrator 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 or administration team and should not be the Principal Investigator/Programme Leader.  Back-up Contract Administrator must differ from the Contract Administrator and meet the criteria outlined above.  The Back-up Application Administrator and Back-up Contract Administrator **can** be the same person.  **Enter your answers here…** |
| * 1. **Eligibility**   Confirm that your application meets the eligibility criteria set out in the [Gazette Notice](https://gazette.govt.nz/notice/id/2024-go2942).  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 the public benefits in new knowledge 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 Schedules to this notice;  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; and  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, defence and expanding knowledge) and remain eligible, as long as the sum of these outcomes is 49% or less of the proposal’s outcomes.  Please note that applications determined to be ineligible by the Science Board cannot be awarded funding.  Does your application meet these criteria? Yes/No |
| * 1. **Executive Summary (300 words maximum)**   The Executive Summary is your opportunity to introduce Assessors and the Science Board to your idea, team, and the potential outcome(s) and impact(s). It may be helpful to break the summary into short paragraphs focusing on Science, Team, Benefit to New Zealand and Implementation Pathway(s). Include, for example:  why your research is needed (the issue or problem you are addressing) and what you propose to do (your hypothesis and scientific approach)  your proposed key team  the difference you expect to make and who will benefit from it.  Do not include references, hyperlinks, images, video, or audio files.  **Enter your answer here...** |
| * 1. **Research Keywords**   The keywords are auto populated from those selected at Registration and cannot be changed. |
| * 1. **Public Statement (280 words maximum)**   Your public statement should capture the essence of your research and be understandable by a wider audience. This information may be used for media purposes. If available, provide publishable contact details that can be used by members of the public and/or the media. We recommend using a generic email address, for example, using the format [admin@organisation.co.nz](mailto:admin@organisation.co.nz).  **Please note: your public statement will not be assessed.**  Your public statement, the host organisation, and the principal investigator(s) will be published on MBIE's website if your proposal is funded(see Disclosure of Information at the end of this document).  Do not include confidential information, references, hyperlinks, images, video or audio files.  **Enter your answer here...** |

### Section 2: Performance Area

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| * 1. **Excellence**   **Science Excellence – 50% weighting (1,000 words maximum)**  Describe the excellence of your proposed research including the problem you are aiming to address and the overarching research question or hypothesis.  Remember that **Smart Ideas are intended to catalyse and rapidly test promising, innovative research ideas.** Outline your research plan by explaining your approach and elaborate on the methods you intend to use and how those will deliver the work programme. In addition, describe where your research is positioned in the wider domestic and international research context and how you are planning to disseminate the newly generated knowledge beyond scientific publications.  Where applicable, proposals must consider the relevancy of the Vision Mātauranga Policy. We expect that the Vision Mātauranga Policy will not be relevant to all proposals. Proposals that give effect to the Policy should demonstrate the relevance and use of a fit-for-purpose approach.  Where your research gives effect to the Vision Mātauranga policy, describe how it will recognise the distinctive research, science and innovation contributions of Māori people, knowledge and resources, including mātauranga Māori.  You may include images but not hyperlinks, video, or audio files. Any words used in images must be **explanatory only** and not introduce new information, or they will be included in the word count.  Enter your answer here…  **Team Excellence – 15% weighting (250 words maximum)**  Provide confidence that your team can deliver the proposed research by describing the following in a way/order that is logical for your proposal:  their skills, knowledge, and experience relevant to the proposed activities  how the mix of skills is appropriate for the proposed activities, including, if applicable, appropriate Māori expertise.  Ensure the CVs of the team demonstrate the experience and capability relevant to this proposal.  You may include images but not hyperlinks, video, or audio files. Any words used in images must be **explanatory only** and not introduce new information, or they will be included in the word count.  Enter your answer here: |
| * 1. **Vision Mātauranga (250 words maximum)**   Will this proposal give effect to the Vision Mātauranga policy? i.e., realise the potential of Māori people, knowledge, and resources?  Answer Yes or 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.  Enter your answer here…  What best describes the use of mātauranga Māori in your project? Choose from either:  It does not contain mātauranga Māori.  There is some mātauranga Māori but it’s not the main science knowledge.  There is a balance of mātauranga Māori and other science knowledge.  Mātauranga Māori is the central knowledge system in this project.  What percentage of the proposed activities will use a kaupapa Māori methodology?  Enter your answer here… |
| * 1. **Impact (500 words maximum)**   Summarise the potential benefits that your proposal may deliver for New Zealand’s economy, environment, or society, under the following headings:  **Benefit to New Zealand (25% weighting)**  Summarise the potential public benefits that this proposal may deliver for New Zealand. These include the scale and extent of those benefits and the alignment to one or more areas of value, growth, or critical need for New Zealand. Include any assumptions or dependencies in your benefits hypothesis, noting that some expected benefits can be uncertain at this stage of research planning.  If applicable, explain how your proposal identifies and evaluates the potential impacts for Māori (iwi, communities/groups, and/or businesses).  **Implementation Pathway(s) (10% weighting)**  Provide an indicative implementation pathway by identifying some of the key stakeholders or initiatives needed to deliver potential benefits. Where potential partners are uncertain or do not currently exist, please provide an indication on the types or characteristics of partner(s) that would deliver impact. Consider whether significant private benefit is likely to accrue to an individual end-user, and if so, what arrangements may ensure broad public benefit to New Zealand.  If applicable, how are you including sufficient input from Māori at the appropriate stage(s) of the project, including resourcing, to ensure effective implementation?  You may include images but not hyperlinks, video, or audio files. Any words used in images must be **explanatory only** and not introduce new information.  Enter your answer here: |
| * 1. **Post Contract Outcomes for New Zealand (150 words maximum)**   In a few simple bullet points, tell us what you hope your key achievements will be in 2, 5, and 10-year horizons.  Do not include references, hyperlinks, images, video, or audio file.  **2-year Horizon**  Enter your answer here…  **5-year Horizon**  Enter your answer here…  **10-year Horizon**  Enter your answer here… |
| * 1. **Work Programme**   Detail your Work Programme, containing Deliverable(s). Each Deliverable must include one or more Tasks.  A Deliverable is a scientific question or hypothesis that will be answered or a specific objective that will be delivered by the proposed research.  A Task is a research or related activity that, if not delivered, will significantly affect the achievement of the research. For example, achieving regulatory and/or ethical approvals, should be listed as Tasks. Tasks are defined events/milestones with start and end dates, not incremental progress. Start and end dates must be between 1 October 2025 and the proposed contract end date.  Deliverables and Tasks must be measurable and achievable within the term of the contract.  Enter your answers here: |

### Section 3: Resources

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| * 1. **Project Team**   The project team will be assessed to determine whether the project has been realistically resourced with the appropriate skills and time required to successfully complete the work programme. Below is some key information for entering your project team into Pītau.  **Registration and diversity data collection**  Diversity data is collected as part of MBIE’s Diversity in Science policy and does not form a part of the application form or assessment process. MBIE requires domestic researchers (*employed or self-employed in New Zealand)* to complete the diversity information section of Pītau. International team members (*employed of self-employed outside of New Zealand*), or team members who are unable to access Pītau due to personal circumstances, for example remote location, are exempt from having to complete diversity information and *s*hould be listed under the “International/Remote” category.When domestic team members, e.g., Principal Investigators/Programme Leaders, Key Researchers, Key Individuals, Researchers and Experts/Mentors are entered into the Team Table, they will be invited to login to Pītau via [RealMe](https://www.realme.govt.nz/) if they are using the system for the first time.  The following information will be captured: gender, ethnicity, career stage, and date of birth. Applicants may choose not to share these details by choosing ‘Prefer Not to Say’, however invited team members need to complete the section regardless, otherwise the application cannot be submitted.  **Team roles**  Key roles are defined as follows:   * **Principal Investigator/Programme Leaders** are responsible for leading the science/research and directing the programme. The Principal Investigator/Programme Leader requires at least 0.15 FTE (Full Time Equivalent) per project year. * **Key Researchers or International/Remote Key Researchers** are involved in the research and have expertise critical to the success of the project. They may be from the contracted organisation, a subcontracted agency, or a stakeholder who is providing co-funding to the research. At least one Key Researcher should be named in a minimum of one project year. * **Key Individuals or International/Remote Key Individuals** are not researchers but have a contribution critical to the success of the project, for example implementation.   Additional roles are defined as follows:   * **Researchers or International/Remote Researchers** are team members whose contribution is important to the success of the project. * **Experts/Mentors or International/Remote Experts/Mentors** provide critical guidance to the direction of the programme and/or guidance to less experienced team members. *Experts* are members that provide targeted expertise in a specific field. *Mentors* are members contributing their time providing high level guidance. * **Students** are involved in the research as a contribution to their educational qualification. However, the project should not solely depend on a student. * **Project Support** encompasses any remaining team members not listed elsewhere.   Named Postdocs should be listed under 'Researcher' with an accompanying CV.  Unnamed personnel should be listed under Students or Project Support. Choose either ‘Students’ or ‘Project Support’ in the drop-down menu, leave the name blank and enter the FTE per individual. A CV is not required for these roles. Please list all unnamed personnel under Students or Project Support as individual entries. Pītau does not allow for Students to be entered as “Unnamed PhD Student 1” or similar, or for multiple Students to be listed as accumulated FTE in one entry.  **Please list, if required, any Unnamed personnel and their FTE breakdown in the Team Table in Pītau (100 words maximum):**  Students (for example, 2 PhDs and 1 Masters).  Project Support (for example, Unnamed Postdoc and Lab Technician).  **Enter your answer here…**  Full-time equivalent (FTE) contribution and additional information  Time per year should be expressed as a proportion of a full-time equivalent (FTE). A team member that is 0.20 FTE will contribute one day per week to the project (20% of a week). Principal Investigator/Programme Leaders FTE must be at least 0.15 FTE per project year for validation purposes. There is no mandatory FTE for all other roles, but applicants are advised that FTE should reflect a contribution that justifies the role. As a guide 0.15 FTE is a realistic minimum for Key Researchers.  Please note that once key personnel are entered, entries cannot be re-ordered. Personnel may appear in a random order and that the order may differ between the table below, and the application when generating a PDF. Please be assured that the list order does not affect your assessment in any way.  If a team member holds more than one role, each role must be entered separately. For example, a team member holding both Key Individual and Expert/Mentor roles must be entered twice and appear twice in the key personnel list.  **CVs**  CVs are mandatory for the following roles, including international and remote members: Principal Investigator/Programme Leaders, Key Researchers, Key Individuals and Experts/Mentors. There are two templates to choose from, the [RS&T or Narrative CV template](https://www.mbie.govt.nz/science-and-technology/science-and-innovation/funding-information-and-opportunities/process/ims/). Team members should select one CV template which best suits their needs. Assessors have been advised that both CV formats carry equal weight and should be assessed equally. Applicants should only complete sections relevant to their skills and expertise but must follow the formatting rules and page limits. **MBIE reserves the right to declare any proposal ineligible that fails to do so**. Please ensure before submission that the correct CV is uploaded for each team member. We recommend uploading PDFs.  If a CV is mandatory for a role, you must upload a CV to validate Pītau - please note, if an individual holds more than one role where a CV is mandatory, you must upload the same CV for each role. |
| * 1. **Additional Team Information**   What percentage of the total personnel costs are attributed to the named Māori project team members?  Enter your answer here…  What percentage of the total personnel costs are attributed to the un-named Māori project team members? For example, PhD students and post-docs yet to be recruited, and un-named representatives from Māori organisations.  Enter your answer here…  What percentage of the project activity is led or co-led by Māori as co-designers, leaders or kaitiaki of the research?  Enter your answer here… |
| * 1. **Specialist Resources (280 words maximum)**   Where applicable, identify any specialist resources the research will require. These are resources that are not readily available and would not be considered standard in an organisation or research facility. Examples may include high performance “super” computing facilities, pilot plants, physical containment (PC) facilities at PC3 or PC4 levels (not PC1 or PC2), specialist tools, or research ships.  Explain your plan for securing those resources and any potential risks associated with it.  You may include images but not hyperlinks, video, or audio files. Any words used in images must be **explanatory only** and not introduce new information.  **Enter your answer here…** |
| * 1. **Supporting Organisations**   Please list the organisations that are involved in your research. For each organisation, choose the most relevant relationship type (End-user, Collaborator, Partner, Other). Contact details are optional but will count to your word limit.  **Relationship definitions**  **End-users** are stakeholders that are likely to use the research and who will benefit directly from it. They may include organisations, businesses, and sector or community groups including iwi/Māori and/or be involved in defining the research questions and shaping the work not just involved in the uptake of its findings.  **Collaborators** are organisations supporting the programme to achieve one or more programme outcomes.  **Partners** are organisations with a more informal arrangement that support the success of the work programme.  **Enter your answer here…**  **International collaborations/partnerships**  List the relevant collaborations and partnerships you have, or plan to develop, with international researchers or organisations and explain for each:  the contribution they are making or will make to your proposed research  what your proposal will contribute to them  any benefits to New Zealand science in general from the relationship(s).  International collaborations can strengthen the quality and impact of research by, for example, providing expertise or access to infrastructure that is not readily available in New Zealand, or enabling New Zealand researchers to tap into, build on and benefit from global research advances. Linking research with relevant international initiatives also builds an international reputation for New Zealand research and development capability.  International research may also be for the purpose of conducting research not able to be done in New Zealand, for example, for biosecurity reasons.  **Enter your answer here…** |

### Section 4: Financial Information

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| * 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… |
| * 1. **Subcontractors**   For each year of funding, tell us about any subcontractors that will be involved in delivering the project.  Subcontract funding is the amount you plan to spend on work done by other organisations in order to complete your proposed research.  Key contact details are not required.  Enter your answers here… |
| * 1. **Subcontracting Amount**   Add the subcontracting amounts per year for each organisation (excluding GST).   |  |  |  |  | | --- | --- | --- | --- | | Organisation name | 01/10/25 - 30/09/26 | 01/10/26 - 30/09/27 | 01/10/27 - 30/09/28 | |  | $ | $ | $ | |  | $ | $ | $ | |  | $ | $ | $ | |
| * 1. **Expenses**   Use the table below as a guide to complete your expenses for each project year for your organisation and/or project team. The total income must equal your total expenses.  Note that the appropriation for the Endeavour Fund is a non-departmental output expense, so it cannot be used to fund capital expenditure (CAPEX). However, it can be used to meet the full overhead cost and depreciation as the Endeavour Fund funds full-cost research.  Additional Expenses information:   * **direct operating expenses** cover the direct operational costs of doing research, including consumables, student stipends and tuition fees, travel, and engagement expenses. MBIE funds postgraduate stipends and summer research studentships. * **other expenses** are additional expenses not mentioned above, e.g. general expenses, koha, contingency funding, costs of gaining required legal or ethical approvals, etc. * **overheads** cover indirect costs not directly associated with research such as property costs, utility charges such as lighting, heating and water, telephone line charges, library, office stationery and accessories, laboratory “bench fees”, administrative overheads and general depreciation of facilities. * **personnel** costs include salary and salary-related costs (ACC, superannuation, holiday pay).   Māori capability development and engagement/consultation should reflect genuine, fit-for-purpose approaches. Costs should be accounted for appropriately in the budget.   |  |  |  |  | | --- | --- | --- | --- | | Item | 01/10/25 - 30/09/26 | 01/10/26 - 30/09/27 | 01/10/27 - 30/09/28 | | Direct operating expenses | $ | $ | $ | | Other | $ | $ | $ | | Overheads | $ | $ | $ | | Personnel | $ | $ | $ | | Subcontracting | $ | $ | $ | | Total | $ | $ | $ | |

### Section 5: Classifications

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| * 1. **Investment Signals**   Confirm/update, if required, the specific investment signals outlined in your Registration. The Science Board will look for opportunities to fund proposals according to the investment signals as outlined in the [Investment Plan 2025-2027](https://www.mbie.govt.nz/science-and-technology/science-and-innovation/funding-information-and-opportunities/investment-funds/endeavour-fund/investment-plan-2025-2027-transforming-new-zealands-future).  The Science Board will also look for opportunities to fund proposals that:  Enable wealth creation through developing new knowledge that lifts New Zealand’s economic performance (including an uplift in commercialisation), supports adaptation to climate change, and builds a resilient and prosperous society.  Support growth of our base of innovative, high value exporting technology firms.  If your proposal addresses one or all of the outlined investment signals, select the appropriate signal(s) in the tick box selections in Pītau. State "Not Applicable" if your proposal does not align to any of the signals outlined above.  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.  **Explain your selections (400 words maximum)**  Do not include references, hyperlinks, images, video, or audio files.  Enter your answer here: |
| * 1. **Field of Research**   Field of Research (FoR) ANZSRC codes will be auto populated from your Registration and cannot be changed. |
| * 1. **Socio-Economic Objective**   Socio-Economic Objective (SEO) ANZSRC codes will be auto populated from your Registration and cannot be changed. |
| * 1. **Type of Research Activity**   Provide information relating to the ANZSRC Type of Research Activity including the relative proportion of total expenditure attributed to each type (adding up to 100%).   |  |  | | --- | --- | | **Research Type** | **Percentage** | | Applied research | % | | Experimental development | % | | Not relevant to a Research Type | % | | Pure basic research | % | | Strategic basic research | % | | **Total** | 100% | |
| * 1. **Māori research and innovation**   **Does your application make a significant contribution to Māori research and innovation? (Choose one option)**  **Yes/No**  **If yes, allocate percentages to the categories outlined below (total must equal 100%).**   |  |  | | --- | --- | | Not Specifically Relevant to Māori And Not Involving Māori | % | | Specifically Relevant to Māori | % | | Research Involving Māori | % | | Māori-centred Research | % | | Kaupapa Māori Research | % | | Total | % | |
| * 1. **Sensitive Technologies**   MBIE performs a risk assessment on your proposal to identify any potential dual use or sensitive technology activity. This assessment is independent of the Endeavour 2025 Gazette Notice and does not influence the funding decision whatsoever.  If your programme is positively assessed, then MBIE will monitor the risk level over the period of the investment by potentially applying a contract condition.  Information on dual use and sensitive technology is outlined on [MBIE’s website](https://www.mbie.govt.nz/science-and-technology/science-and-innovation/funding-information-and-opportunities/process#:~:text=Technologies%20of%20special%20interest%20profiling,Live%20animal%20testing).  Do you believe your proposal applies to any sensitive technologies as outlined on MBIE’s website?  Yes/No |

### Section 6: Other Information

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| * 1. **Intellectual Property Management (560 words maximum)**   Intellectual Property refers to the creative results of the mind, from art and literary works to new inventions. Intellectual Property (IP) rights are rights over the control, management, or use of the new creation usually through one or more form of protection. Examples include copyright, trademarks, granted patents, design registrations, and know-how in a trade secret.  Depending on the Program, realising benefit may require considering effective IP management – either for lawful/ethical access to IP to perform the research, or for capitalisation/dissemination of the results.  Tell us:  how you will identify, protect, and if appropriate, share any intellectual property generated by the research  if the success of your research is dependent on access to existing intellectual property, the agreements you have in place to use it  if you are collaborating with other organisations, any intellectual property management plans in place.  If the Science Board decides to fund your proposal, you will be required to comply with the Science Investment Contract - Principles 1-3 in Appendix 2, which can be accessed from the [Endeavour Fund webpage](https://www.mbie.govt.nz/science-and-technology/science-and-innovation/funding-information-and-opportunities/investment-funds/endeavour-fund/).  You may include images but not hyperlinks, video, or audio files.  Enter your answer here… |
| * 1. **Special Ethical and Regulatory Requirements (280 words maximum)**   Tell us the ethical and regulatory requirements and approvals you need to conduct the proposed research and indicate whether these have been obtained. Include any significant safety issues.  If approvals have not yet been obtained, tell us how and when you expect to do so.  If no ethical or regulatory requirements 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 (under Other Expenditure). If delays are incurred through failure to gain or initial the necessary approvals, funding may be withheld, withdrawn or renegotiated.  Enter your answer here: |
| * 1. **Tūhoe service management plan**   **Under protocol 2 of the** [Ngāi Tūhoe: He Tapuae: Service Management Plan (www.govt.nz)](https://www.govt.nz/assets/Documents/OTS/Ngai-Tuhoe/Ngai-Tuhoe-he-tapuae-service-management-plan-july-2021.pdf) **(pg 15), MBIE has an obligation to ensure that:**  **Research which impacts Tūhoe marae or groupings of Tūhoe peoples has received the necessary endorsement from Te Uru Taumata (Tūhoe Tribal Authority).**  **Tūhoe whānau or marae seeking funding from MBIE have received the necessary endorsement from Te Uru Taumata (Tūhoe Tribal Authority).**  **MBIE expects that all Endeavour Fund applicants comply with these obligations where applicable.**  **Have you received endorsement for your research from Te Uru Taumata?**  **Yes/No/Not applicable** |
| * 1. **Glossary**   Please upload your glossary in Pītau.  If appropriate, provide a glossary that explains any acronyms, names, terms or use of te reo Māori that may be unfamiliar.  Your glossary should **not exceed two sides** of an A4 page.  A glossary template can be downloaded from the online portal in the proposal’s Glossary section.  Do not include images, video, or audio files. |
| * 1. **Citations/References**   Upload a list of key references/citations that you have used in your proposal. These are uploaded in the online portal as separate documents.  Do not upload any Letters of Support.  All text documents (for example, Excel, Word and PDF) can be uploaded. If uploading a PDF, ensure that it is unsecured. If secured, we will not be able to access or print your proposal. Image files cannot be uploaded. |
| * 1. **Conflicts of Interest**   Declare any potential conflicts of interest 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](https://www.mbie.govt.nz/science-and-technology/science-and-innovation/funding-information-and-opportunities/investment-funds/endeavour-fund/smart-ideas-call-for-proposals-2024-investment-round-endeavour-fund) 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.  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 (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 sub-contracting organisations
* The public statement (as provided in the proposal)
* The public statements in the reports (if funded)
* The total amount of funding provided, and a breakdown of funding by financial year
* 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.