Strategic Science Investment Fund:
New Zealand Data Science Platform

Call for Proposals

Concept Platform Plans: 2018

MINISTRY OF BUSINESS, INNOVATION & EMPLOYMENT
HĪKINA WHAKATUTUKI

newzealand.govt.nz

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Data science is dynamic and emerging, bridging multiple disciplines. We define data science as:

scientific methods, processes, algorithms and systems to extract knowledge and insights from data in various forms, both structured and unstructured, employing techniques and theories drawn from computer science, mathematics, statistics, information science, operations research and engineering.

The New Zealand Data Science Platform

Data science is changing how things are done at an extraordinary rate, providing new ways to improve prosperity and wellbeing. To harness the benefits, New Zealand needs to be at the forefront of emerging technologies. While New Zealand has pockets of world-class expertise in data science, current capability is dispersed and small scale.

This Call for Proposals invites applicants to submit a Concept Platform Plan to be considered for Strategic Science Investment Funding to establish and host a New Zealand Data Science Platform (the Platform). It contains guidance for applicants to develop a Concept Platform Plan that delivers on the Government's investment goals for the Platform.

The new investment is intended to significantly lift New Zealand's data science capability and advance the development of dynamic and world class data science research. Capability will be built through a multidisciplinary data science research programme which will enable New Zealand researchers to address big challenges for the environment, society and economy.

The Platform will be part of the Strategic Science Investment Fund Infrastructure portfolio.

About the Strategic Science Investment Fund

The Strategic Science Investment Fund (SSIF) was established in April 2016 by the New Zealand Government to establish and support longer-term underpinning infrastructure and programmes of mission-led science critical to the future of New Zealand's economy, environment and wellbeing. The SSIF supports science infrastructure projects which have high national benefits that would not emerge in the course of usual business because of the multi-user and public nature of benefits, complexity, scale and/or long-term nature of the investment.

The Government's Investment Goals for the Platform

The goals for the investment in the Platform are to:

1. **Deliver excellence**: Produce excellent, cutting edge, dynamic and paradigm-shifting data science research.
2. **Grow capability**: Grow the scale, depth, excellence and impact of New Zealand's data science research community, with world-class academic leadership driving deep excellence in defined areas of data science. The Platform should build on existing expertise and attract top researchers, both senior and emerging.
3. **Leverage collaboration**: Foster and grow international and national connections between researchers and across institutions.
4. **Enable New Zealand researchers** to access innovative and advanced data science methods to tackle research questions and real world problems. The Platform will develop data science approaches, methods, tools and technologies that can be accessed by New Zealand researchers.
5. **Deliver additionality**: Provide fresh thinking, new people, new and expanded research, new collaborations and impacts that would not have happened without this investment.
6. Give effect to the **Vision Mātauranga** policy.

The Focus of the Platform

We expect the Platform to focus on addressing profound and complex data science challenges to expand the data science body of knowledge.

The Platform will focus on 3-4 technology themes inspired by 3-4 real world domains/use cases where advanced stretchy data science can help solve key challenges for New Zealand.

Possible technology themes include machine learning, statistical learning, data mining, image processing, language processing, visualisation, transparency and metrics, and Te Ao Māori and data science.

Possible areas of domain focus include urban systems, energy technologies, space technologies, biomedicine, future transport (including autonomous vehicles), health outcomes, and agritech. Cross cutting domains should be considered.

The Platform will have appropriate systems and tools to enable access and analysis of data.

What Investment is Available?

Up to $7 million per year up to 7 years is available for a collaborative New Zealand Data Science Platform.

The total investment available for the Platform is up to $49 million *(exclusive of GST)*.

At MBIE's discretion, up to $750,000 can be released from the first year to establish the Platform, to assist with development of the work programme, management and governance structure and any other requirements agreed with MBIE. This is not additional funding.

Joint Data Science Research Programme with Singapore

Alongside the Platform, the Government is committing additional funding for a specific collaborative programme with Singapore. This is under the umbrella of the Enhanced Partnership between Singapore and New Zealand. The Singapore programme will be negotiated separately and will complement, leverage and be integrated with the New Zealand Platform. Applicants under the present Call for Proposals are not expected to address the joint programme specifically, however, your application should demonstrate capability to partner effectively at an international level as outlined in the investment goal "**Leverage collaboration**: Foster and grow international and national connections between researchers and across institutions".

The Joint Data Science Research Programme with Singapore is subject to negotiations and is not included in this Call for Proposals.

Who Can Apply?

For Concept Platform Plans to be assessed under the SSIF Infrastructure appropriation for an investment in a New Zealand Data Science Platform the following criteria must be met.

1. The applicant must be a single eligible New Zealand-based legal entity.
2. The applicant must have access to an advanced network that allows rapid and high fidelity national and international transfer of data with minimal packet loss and enables data-intensive research activity and collaboration with international researchers.
3. The majority of the research, science or technology, or related activities is to be undertaken in New Zealand, unless MBIE agrees there are compelling reasons not to. Note that this requirement will not apply to the Joint Data Science Research Programme with Singapore.
4. Research must not be solely for the benefit of the contracted research organisation or partner organisations.
5. The applicant cannot be a department of the public service listed in Schedule 1 of the State Sector Act 1988.
6. The application must meet any applicable timing, formatting, system, or other similar administrative requirements set out in this Call for Proposals.

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The Application and Assessment Process

The New Zealand Data Science Platform investment involves a two-stage investment process.

Stage One: **Concept Platform Plan**

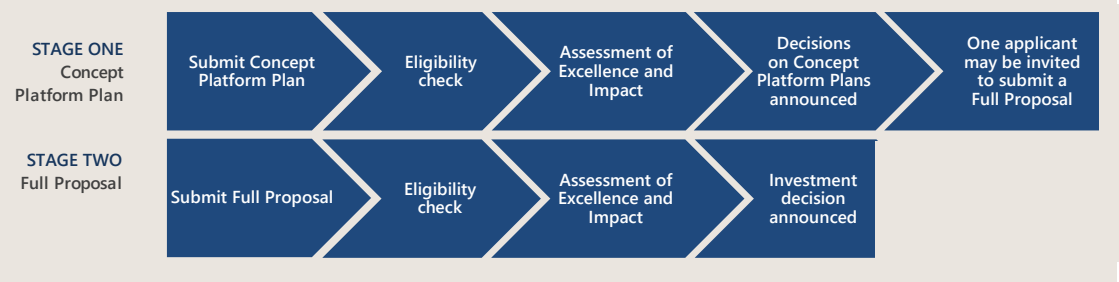
Interested parties are invited to submit a Concept Platform Plan. We may request further information or seek clarification from an applicant prior to assessment.

All Concept Platform Plans will be assessed by independent expert assessors against the assessment criteria including, where relevant, the Vision Mātauranga policy. Applicants may be invited to present to assessors in Wellington.

The assessors will provide their assessment to MBIE. Applicants are notified of the assessment outcome and we may invite one applicant to progress to Stage Two.

Stage Two: **Full Proposal**

This is a negotiated process with the selected applicant invited by MBIE to submit a Full Proposal. The Platform investment will be based on the assessment of the Full Proposal. Guidance on developing a Full Proposal will be provided once the applicant is selected.



The New Zealand Data Science Platform application process

Key Dates

Submission period for Concept Platform Plans	23 October until 12 noon, 29 November 2018
Assessment of Concept Platform Plans	30 November -14 December 2018
Assessment Panel meeting	12 - 14 December 2018
MBIE decisions on Concept Platform Plans announced Invitation to submit a Full Proposal	February 2019
Submission period for Full Proposals	April-May 2019
MBIE investment decisions announced	June 2019
Contracts begin	Negotiated

Any change to key dates will be notified via MBIE's Alert e-newsletter.

Key Reference Documents

When developing your application, we encourage you to consult the following key reference documents.

- the Strategic Science Investment Fund Investment Plan outlines the government's strategy for its science investment until 2024.
- The National Statement of Science Investment 2015-2025 details the Government's ten-year vision for New Zealand's science system.
- The Vision Mātauranga policy outlines the Government's policy framework that aims to unlock the innovation potential of Māori knowledge, resources and people to assist New Zealanders to create a better future.
- MBIE's Diversity in Science Statement.

Any other government sector specific strategy documents as relevant to the research.

The Assessment Criteria

Assessors will assess Concept Platform Plans against the following criteria, their alignment with the Government's investment goals for the Platform, and how your Platform will give effect to the Vision Mātauranga policy.

	DATA SCIENCE CONCEPT PLATFORM PLAN ASSESSMENT CRITERIA	WEIGHTING
EXCELLENCE	**THE PLATFORM WILL DELIVER EXCELLENCE BY DEVELOPING CUTTING EDGE, DYNAMIC AND PARADIGM-SHIFTING DATA SCIENCE RESEARCH FOR NEW ZEALAND.** When assessing this criterion, assessors will consider the Concept's: > alignment with the focus of the Platform in the selection of the data science issue(s) or problem(s) to be addressed and how the method and high level approach (methodology) will enable the delivery of the research aims, > ability to develop deep excellence and world-class academic leadership in defined areas of data science, and > potential to develop new knowledge, approaches and/or scientific or technological advances that will be enabled by the proposed research.	25%
	THE PLATFORM WILL BUILD A HIGH-PERFORMING COLLABORATION TO DELIVER EXCELLENT RESEARCH AND GROW DOMESTIC AND INTERNATIONAL SCIENCE CONNECTIONS. When assessing this criterion, assessors will consider the Concept's potential to: > foster and grow international and national connections between researchers and across institutions, > build and maintain a skilled team with the relevant cross-institutional connection and resources needed to deliver the proposed research, and > enable research partners to access innovative and advanced data science methods to tackle research questions and real world problems.	25%
IMPACT	**THE PLATFORM WILL CREATE DIRECT AND INDIRECT BENEFITS FOR NEW ZEALAND BY GENERATING VALUE FOR DATA SCIENCE RESEARCH END-USERS, INCLUDING DATA SCIENCE-BASED INDUSTRIES.** When assessing this criterion, assessors will consider the Concept's potential to: > develop data science approaches, methods, tools and technologies that can be accessed by New Zealand researchers, > build the capability (scale and depth), excellence and impact of New Zealand's data science research community, > deliver additionality, provide fresh thinking, new people, new and expanded research, new collaborations and impacts that would not have happened without this investment, and > [1]support the Vision Mātauranga policy and support unlocking the science and innovation potential of Māori knowledge, resources, and people for the benefit of New Zealand.	25%
	THE PLATFORM WILL SUCCESSFULLY DELIVER THE EXPECTED BENEFITS OF THE INVESTMENT. When assessing this criterion, assessors will consider the credibility of the: > Platform to deliver research, science or technology or related activities of the scale and type needed, > Platform to embody or give effect to the Government's investment goals, > Platform to develop effective pathways to impact for data science end-users and their sectors, > [1]Platform to increase capability, capacity, skills and networks that will benefit the research, science, and technology sector, and achieve the objectives and outcomes of the Vision Mātauranga policy, and > Concept to establish and maintain the proposed Platform, including: – credibility, capability and sustainability of the host organisation, – effectiveness of its governance and management arrangements, – the host's track record for successfully establishing and leading collaborative, agile and high-performing research platforms, – credibility of the underpinning partnerships, and – potential to capitalise on new opportunities and effectively manage risks.	25%

[1]A Vision Mātauranga expert will review all Concept Platform Plans and provide advice to assessors and to MBIE on these criteria.

Conflicts of Interest

We will publish the names of assessors on MBIE's Data Science Platform webpage before your Concept Platform Plan is assessed. If you identify that an assessor has an actual, potential or perceived direct or an indirect conflict of interest, you must email SSIF.investment@mbie.govt.nz with the details for further discussion.

Conflicts of interest may occur on two different levels:

- A **direct** conflict of interest; where an assessor is:
  - directly involved with a Concept Platform Plan *(as a participant, manager, mentor, or partner)* or has a close personal relationship with the applicant, for example, family members, or
  - a collaborator or in some other way involved with an applicant's Concept Platform Plan.
- An **indirect** conflict of interest; where an assessor:
  - is employed by an organisation involved in a Concept Platform Plan but is not part of the applicant's Concept Platform Plan.
  - has a personal and/or professional relationship with one of the applicants, e.g., an acquaintance.
  - is assessing a Concept Platform Plan under discussion that may compete with their business interests.

Privacy

You are responsible for ensuring that all parties mentioned in your Concept Platform Plan:

- have confirmed their personal details and the nature and level of their involvement in the work described in the Concept Platform Plan is correct, and
- are aware of MBIE's IMS Privacy Statement that describes how this information will be used and know the process to follow should any changes to this information be required.

Meeting the New Zealand Government Data Requirements

MBIE is committed to ensuring that all science data generated through its investments meets minimum expectations of good data management and public availability.

If you receive funding, we expects you to comply with:

1. The New Zealand Government Open Access and Licensing Framework. This framework advocates the use of Creative Commons[1] licences.
2. MBIE's Environmental Data Management Policy Statement. If you receive new funding for research that includes environmental science you must agree to license under a Creative Commons Attribution 3.0 New Zealand licence (CC-BY) copyright works produced.
3. Principles for safe and effective use of data and analytics when appropriate. These principles were developed by the Privacy Commissioner and Government Chief Data Steward and are designed to support safe and trusted use of data and analytics by New Zealand government agencies.

[1] Creative Commons, best known for its licenses, is a global non-profit organisation that enables sharing and reuse of creativity and knowledge through the provision of free legal tools. You can read more about Creative Commons at http://creativecommons.org/.

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Investment Decisions and Contracting

The Decision Making Process

The investment decision will be made by the Deputy Chief Executive (DCE), of the Labour, Science and Enterprise Group, MBIE informed by advice from independent expert assessors.

High-level summary feedback is given to both successful and unsuccessful applicants.

After completion of **Stage One** (Concept Platform Plan) we may proceed to **Stage Two** (Full Proposal) and may:

- negotiate with one organisation.
- convene a moderation panel and invite an applicant to present a Full Proposal to this panel. The focus for the presentation will be advised in advance.
- decide not to invest at any point along the process.

Contracting

If MBIE decides to invest in a New Zealand Data Science Platform, we will enter into an investment contract with one organisation based on the Strategic Science Investment Fund Infrastructure Platform Investment Contract template. By applying to this investment, you agree to the terms and conditions set out in the investment contract.

We may:-

- negotiate an investment contract at any time following completion of Stage Two
- set pre-contractual conditions that must be met before MBIE and the applicant can enter into a contract
- vary the investment allocated from that requested.

Further Information

Email Application queries: SSIF.investment@mbie.govt.nz
Portal queries: imssupport@mbie.govt.nz

Phone 0800 693 778 (Monday to Friday, 8:30am to 4:30pm)

You can also subscribe to MBIE's Alert e-newsletter.

Preparing your Application

This section contains a Concept Platform Plan template that you can use to prepare your Concept. The template contains the information required and guidance on preparing that information. This is a guide and is not intended to constrain the information you provide. Mandatory information is marked with an asterisk (*).

Ensure that your Concept Platform Plan:

- complies with the eligibility criteria and addresses the assessment criteria outlined in this Call for Proposals
- addresses the Government's investment goals for the Platform detailed in this Call for Proposals
- does not duplicate investment through the wider science system or research which is already underway elsewhere, either domestically or overseas
- considers the aims of the Vision Mātauranga policy to achieve excellent research of relevance and impact to Māori and New Zealand.

Concept Platform Plans are entered and submitted in MBIE's Investment Management System (IMS) – a secure online portal (*see page 17*). We recommend you use the template provided to draft the required information and then when ready to submit, copy and paste the necessary segments into the appropriate IMS portal fields and upload documentation where directed.

Concept Platform Plan Template

This template details the information you should cover in your Concept Platform Plan. This is a guide and is not intended to constrain the information you provide. Use it to help gather the information you need to formulate your Concept. An asterisk (*) indicates mandatory information.

Concept Platform Plans can be submitted to MBIE in the IMS portal from **23 Oct**ober until **12 noon, 29 November 2018**.

These dates are subject to change. Any change will be notified via MBIE's Alert e-newsletter. See page 17 for more detailed IMS portal information.

CONCEPT PLATFORM PLAN TEMPLATE		
*This is a guide and is not intended to constrain the information you provide. An * indicates mandatory information*		**WORD LIMIT**
SECTION 1: PLATFORM PLAN INFORMATION		
***NZBN/Registration number**	Provide the NZBN or, if relevant, the registration number of the Contracting organisation.	
***Total Funding Requested**	Specify the total funding (excluding GST) across all years that you are requesting.	
***Full Title**	Provide an original title for everyday use and reference which reflects the nature of the Platform. Do not include acronyms or abbreviations.	12 words
***Number of Years Funding Requested**	Specify the number of years you are applying for funding. The maximum number of years is seven.	
***Start and end dates**	Specify the start and end dates for the proposed Platform. The end date must fall on or before 30 June 2026.	
***Platform Objective**	Specify the Platform objectives that best describe the **primary** focus of your proposed research. Select from one or more from the following › Economic › Environmental › Social. You can provide more specificity in the **Research classifications** section.	
***Proposed Partner Organisation**	List Partner organisations if applicable. Supporting documentation can be attached; see the **Other Information** section of this template on page 16.	

CONCEPT PLATFORM PLAN TEMPLATE		
*This is a guide and is not intended to constrain the information you provide. An * indicates mandatory information*		**WORD LIMIT**
SECTION 2 CONCEPT		
***Public Statement**	Give a short summary of the Concept we can release to the public. Include what the Concept is planning to do, why it is being done, when it will be done and by whom. Do not include any confidential information.	300 words
***Executive Summary**	Summarise your organisations vision for a successful world-class Data Science Research Platform and tell a compelling story about the research and science underpinning it and the impact it could have. Structure your executive summary around the assessment criteria.	750 words
SECTION 3: TEAM		
***Primary Contact**	Provide the name, email address and telephone number of your primary contact person. This contact must have the mandate to discuss your Concept Platform Plan with MBIE officials.	
***Secondary Contact**	Provide a name, email address and telephone number for a second contact person. This second contact must differ from the primary.	
***Indicative Platform Team**	Specify the following for all known key management and governance personnel, project team leaders and collaborators: • First and last name • Organisation • Role Provide CVs for your key team members. Assessors use this information to identify any potential conflicts of interest they may have prior to seeing your Concept. As part of MBIE's diversity policy, key team members will be invited to register separately in the IMS Portal where the following information will be captured: > Gender > Ethnicity > Career Stage > Date of Birth. For more information on the collection of diversity information, see MBIE's IMS portal webpage.	

CONCEPT PLATFORM PLAN TEMPLATE

*This is a guide and is not intended to constrain the information you provide. An * indicates mandatory information*

WORD LIMIT

SECTION 4: CONCEPT PLATFORM PLAN

Prepare this section as a single, independent document and then upload this document in the IMS portal as directed when entering your application details.

10,000 words

Use Arial 11pt and adhere to this section's total limit of 10,000 words. Individual limits for each sub-section are provided as a guide. These word limits exclude tables and diagrams.

***EXECUTIVE SUMMARY** *750 words*

For completeness, repeat in this section your Executive Summary as prepared earlier.

***FUNCTIONS OF THE HOST ORGANISATION** *2200 words*

Summarise how your organisation will host the Platform addressing the points outlined below. Include additional information you believe relevant where appropriate.

1. Provision of infrastructure, administration and financial management

Outline how your organisation will support the Platform to:

- develop processes to determine the governance and management structure of the Platform
- access, manage, protect and store data
- promote organisational agility and responsiveness to end-users
- manage intellectual property, while at the same time ensure outputs are available to all New Zealander researchers at no charge
- develop a risk management plan.

Outline how your organisation will provide access to a rapid and high fidelity national and international transfer of data with minimal packet loss and enables data-intensive research activity and collaboration with international researchers.

2. Key management, governance and scientific personnel

Outline who will lead the Platform and indicate what experience and expertise the leadership group have to achieve the Government's investment goals for the Platform.

3. Provide a trusted environment for data and technology.

Outline how your organisation will support the Platform to:

- manage and use data and technology in a trusted and ethical manner, with accountability and transparency
- develop appropriate oversight and processes for data and technology management and use
- embed ethics into technology, and create tools that enable responsible collection, sharing, and analysis of data including in the context of international research collaborations
- meet the FAIR data principles for scientific data management and stewardship: Findable, Accessible, Interoperable and Reusable.

CONCEPT PLATFORM PLAN TEMPLATE

*This is a guide and is not intended to constrain the information you provide. An * indicates mandatory information*

WORD LIMIT

4. Demonstrate leadership in data science research

Outline how your organisation will support the Platform to:

- develop the strategic investment plan
- facilitate linking to and collaborating with the national and international data science community
- identify emerging risks and opportunities for data science research
- communicate information on emerging risks, opportunities, and research outcomes to appropriate audiences (including public outreach) and be a trusted and independent voice on data science issues in New Zealand.

5. Demonstrate leadership in research excellence

Outline how your organisation will support the Platform to grow capability, depth and excellence in data science in New Zealand.

6. Demonstrate implementation of Vision Mātauranga

Outline how your organisation will support the Platform to implement Vision Mātauranga policy.

*PLATFORM FOCUS

2200 words

Addressing the Government's investment goals for the Platform, outline your research focus for the Platform here.

The research programme should focus on **3-4 technology themes inspired by 3-4 real world domains/use cases** where advanced and stretchy data science can help solve key challenges for New Zealand. Possible:

- technology themes include machine learning, statistical learning, data mining, image processing, language processing, visualisation, transparency and metrics, and Te Ao Māori and data science.
- areas of domain focus include urban systems, energy technologies, space technologies, biomedicine, future transport (including autonomous vehicles), health outcomes, and agritech.

*EXCELLENCE

2200 words

Deliver Excellent Research

Tell us how the proposed Platform will deliver excellence by developing cutting edge, dynamic and paradigm-shifting data science research for New Zealand.

Describe the excellence of your science by clearly explaining:

- The data science issue or problem you are aiming to address.
- How your method and high level approach (methodology) will enable the delivery of your research aims
- How your research is positioned in the domestic and international research context
- How you are leveraging state of the art knowledge and facilities, including through any collaborations with overseas researchers, teams or institutions

CONCEPT PLATFORM PLAN TEMPLATE

*This is a guide and is not intended to constrain the information you provide. An * indicates mandatory information*

WORD LIMIT

- The new knowledge, approaches and/or scientific or technological advances that will be enabled by your proposed research
- How your approaches or ideas are innovative or novel and identify areas of science stretch
- The additional benefits your approach will make possible
- What the technical risks are and how will they be managed.

Domestic and International Research Collaboration

Tell us how the proposed Platform will leverage collaboration, and foster and grow international and national connections between researchers and across institutions. Include the names of key personnel and research teams, and indicate what strengths they will bring to the Platform.

Consider

- How the proposed Platform will build a connected, high performing research team and how it will facilitate access to leading edge data science research and infrastructure.
- Who in the team will provide academic leadership.
- How the Platform will build and maintain a skilled team with the relevant cross-institutional and international connections and resources needed to deliver the proposed research.
- How will these connections be maximised in a way that brings a complementary mix of skills and resources to the Platform.
- How will the Platform facilitate access to leading-edge data science research and infrastructure.
- How will research funding be prioritised through mechanisms involving government, industry, science providers and other key partners.
- How will a range of industry, science and government expertise be drawn on to ensure the relevance of this research.

*IMPACT

2200 words

Benefit to New Zealand

Tell us how your Platform will create direct and indirect benefit for New Zealand.

Some points to consider are how the Platform will:

- Develop advanced data science that can help solve key challenges for New Zealand
- Enable New Zealand researchers to access innovative and advanced data science methods to tackle research questions and real world problems
- Develop data science approaches, methods, tools and technologies that can be accessed by New Zealand researchers.

CONCEPT PLATFORM PLAN TEMPLATE

*This is a guide and is not intended to constrain the information you provide. An * indicates mandatory information*

WORD LIMIT

Delivery of Benefits

Tell us how your Platform will successfully deliver the expected benefits of the investment.

Some points to consider are how the Platform will:

- Grow capability: grow the scale, depth, excellence and impact of NZ's data science research community, with world-class academic leadership driving deep excellence in defined areas of data science. The Platform should build on existing expertise and attract top researchers, both senior and emerging
- Deliver additionality: provide fresh thinking, new people, new and expanded research, new collaborations and impacts that would not have happened without this investment
- Ensure sustainability of governance and management arrangements
- Manage risks and capitalise on new opportunities.

*KEY PERFORMANCE INDICATORS

450 words

Outline how the Platform will measure its performance through Key Performance Indicators.

Outline up to eight possible KPI's to illustrate expected levels of performance which reflect the Government's investment goals for the Platform. Some KPI's may be strategic and aspirational, others should reflect the Platforms outputs. We will work with the invited applicant to finalise KPI's at the contract stage.

*INDICATIVE BUDGET

This information is excluded from the 10,000 word count.

Provide an indicative budget for expenditure and revenue associated with the Platform.

Indicative Platform Expenditure

		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Personnel Costs	Management and Administration							
	Research							
Operating Costs								

Indicative Platform Revenue

		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Host and Partner Contributions								
Contributions*[1]	Cash							
	In-Kind							
MBIE Funding								
Other Funding								

*[1] Duplicate table rows and specify for each host/partner

CONCEPT PLATFORM PLAN TEMPLATE		
*This is a guide and is not intended to constrain the information you provide. An * indicates mandatory information*		**WORD LIMIT**
SECTION 5: OTHER INFORMATION		
***Research Classifications**	Specify up to four research themes for both: › **Socio-Economic Objective (SEO) ANZSRC** codes › **Field of Research (FOR) ANZSRC** codes. For each code allocate percentage relevance totalling 100% for SEO and FOR respectively.	
***Intellectual Property Management**	Outline how: › you will identify, protect and share, any intellectual property generated by the Platform, including management of IP between collaborators. If the success of your Platform is dependent on access to existing intellectual property, outline the agreements you have in place to use it. › the Platform would employ and encourage an open science model.	500 words
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. See MBIE's Data Science Platform webpage for the list of assessors.	250 words
Other Information	Provide additional relevant documentation that supports and strengthens your proposed research. For example, a Memorandum of Understanding or other contractual arrangement with Partner organisation(s). This information is uploaded in the IMS portal and attached to your application as separate documents. With the exception of image files, all text based documents *(e.g., Excel, Word and PDF)* can be uploaded. If a PDF, ensure that it is unsecured. If secured, we will not be able to access or print your application.	

Submitting a Concept Platform Plan

Concept Platform Plans for Data Science Research are entered and submitted in MBIE's Investment Management System (IMS) – a secure online portal. Concepts can be submitted to MBIE in the IMS portal from **23 Oct**ober until **12 noon, 29 November 2018.**

These dates are subject to change. Any change will be notified via MBIE's Alert e-newsletter.

Accessing MBIE's IMS Portal

- **To log in to the IMS portal:**

Access the IMS portal using either Chrome or Firefox.
Five or more failed log-in attempts will automatically lock you out of the system. If this occurs, contact us and ask for your account to be unlocked.

For all IMS portal queries, e-mail or call:

Email imssupport@mbie.govt.nz
Phone 0800 693 778
(Monday to Friday, 8:30am to 4:30pm)

For first time users:

If you have not used the IMS portal before, complete and email a portal registration form to imssupport@mbie.govt.nz. On acceptance, you will receive a Username and temporary password.

1. Click the **Portal URL** link in your Welcome email.
2. Type your Username and temporary password **(as detailed in your registration email)**. The IMS portal's **Edit password** screen displays.
3. Type your new password.
4. Retype your new password in the **Confirm new password** field.
5. Click the **Save Changes** button. A **Portal Access Agreement** displays.
6. Read the access agreement and then click the **Accept** button. The portal's **Home** screen displays.

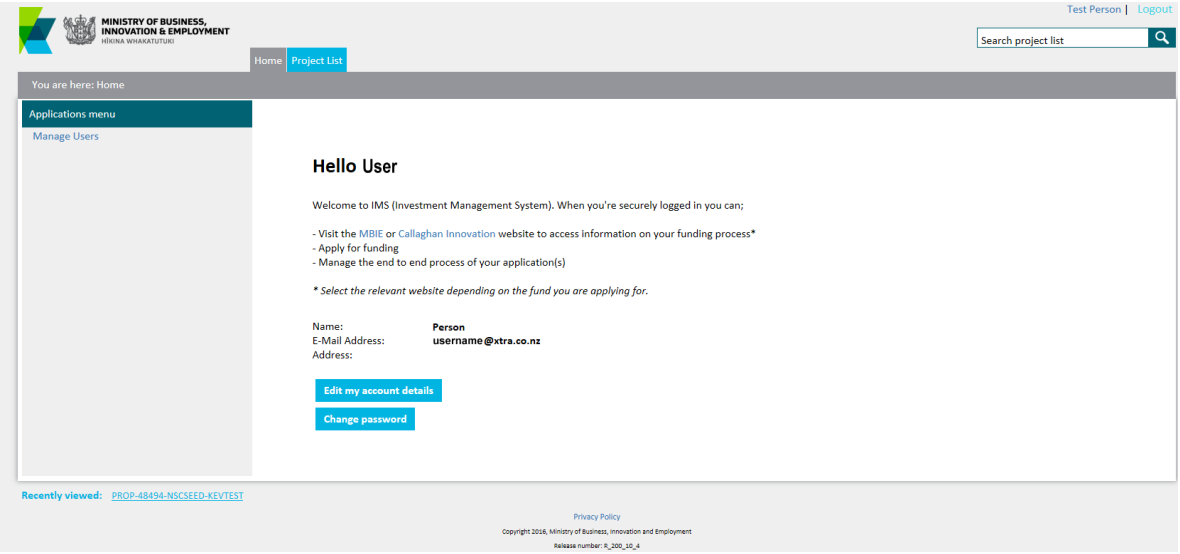
For existing users:

For returning applicants: log in using your existing username and password. If you've forgotten this, use the **I've forgotten my password** option.

1. Click the **MBIE IMS Portal** link (ims.msi.govt.nz/) .
2. Type your Username and Password.
3. Click the **Login Securely** button. The portal's **Home** screen displays.

- **To logout,** click the **Logout** hyperlink *(located top right of every screen)*.

Navigating the IMS Portal



The IMS portal **Home** screen

From the **Home** screen of IMS portal you can:

> Manage access to the portal for your organisation's personnel.

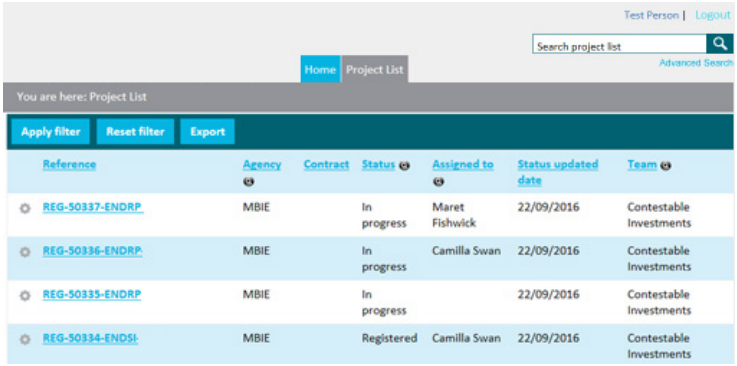
> Maintain your personal details, including your portal password.

> Access your **Project List** (containing the funding applications for your organisation).

Customising your View

The **Home** screen's **Project List** tab lists the funding applications submitted by your organisation. Here you open and view the details of all applications and contracts to which you have access.

You can filter and sort this list to view only those of interest, and customise the columns to show only the information required.



You can also determine the number of applications that display on each screen using the **Display** field *(located bottom left of the screen)*.

You will only see information to which you have permission.

Entering and Submitting a Concept Platform Plan in the IMS Portal

Complete all the required fields. Mandatory fields are marked with an asterisk.
Ensure all sections are completed and meet the requirements as per this Call for Proposals.

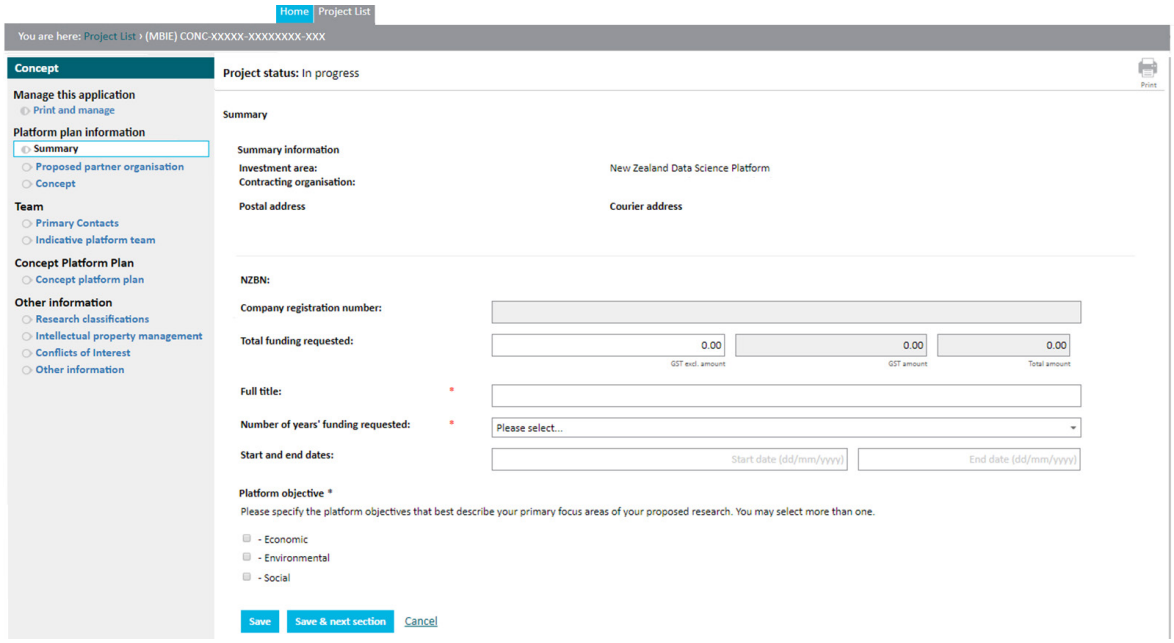
To enter and submit a Concept Platform Plan:

1. On the **Home** screen of IMS portal, click the **Project List** tab.
2. Click the **New Application** button (located to the right of the screen).

3. On the **resulting** screen, select **New Zealand Data Science Platform** from the **Investment Process** field.
4. Enter the title of your project in to the **Full title** field and click the **Create** button.

Provide a meaningful short title of no more than 12 words. Do not use acronyms or abbreviations. Your short title will be used for everyday use and reference.

5. Click the **Create** button. The first section you need to complete displays.
6. The IMS portal will guide you through the completion of the required fields and the uploading of all required documentation. We recommend that you familiarise yourself with the portal well before the deadline. When complete, click the **Save & next section** button to move to the next section.



You can copy and paste your prepared information directly into the portal fields.

Where directed upload documents containing your references/citations. All forms of documents *(e.g., Excel, Word and PDF)* can be uploaded. If a PDF, ensure that it is unsecured. If secured, we will not be able to access or print your application. Image files cannot be uploaded.

You can save, log out, and return to the IMS portal to edit your Concept Platform Plan before submitting it.

Mandatory fields are marked with an asterisk.
- Fields with a red * must be completed before you can save and close the current section.
- Fields with a black * must be completed before you can submit your Concept Platform Plan.

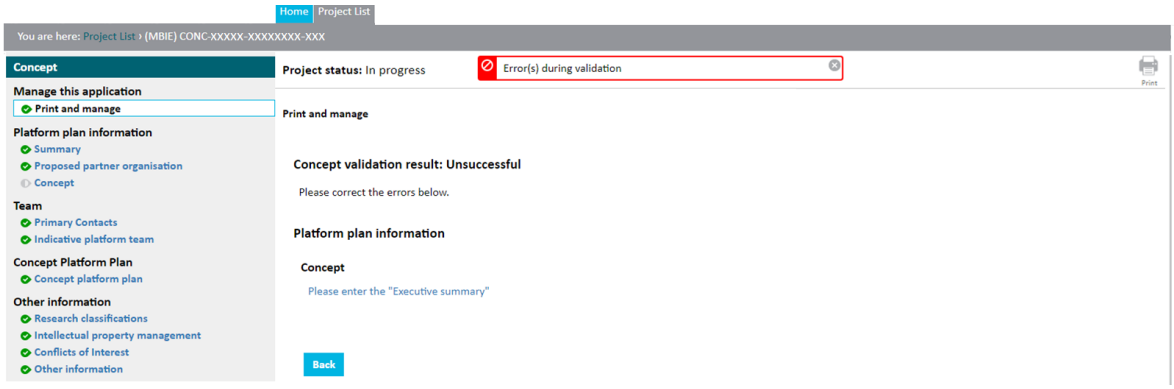
We recommend that you regularly click the **Save** button to save work as you are going.

Symbols alongside each section in the navigation panel allow you to easily check the completeness of your submission.

THE SYMBOL...	INDICATES THE SECTION...
	has not started.
	is in progress.
	contains invalid or incomplete fields.
	complete and valid.

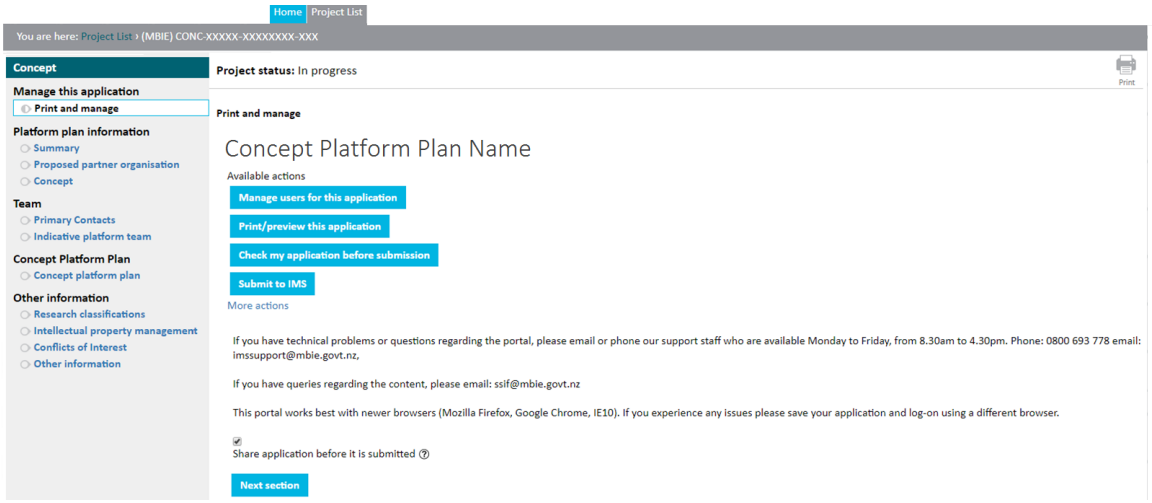
The sections to complete are listed in the left hand navigation panel. You can click these to access the section directly or move through the sections sequentially by completing them and clicking the **Save & next** section button.
A warning will display if you attempt to leave the current section without saving your information. Choose to either:
- **Leave this Page** to exit the section without saving *(all changes made during that session be lost), or*
- return to the section and either continue to add information or click the **Save & next section** button.

7. When all sections are complete, scroll to the top of navigation panel and click the **Print and manage** link.
8. Click the **Check my application before submission** button to run a validation check.
This will verify the completeness of your application and will detect any missing content.



If the validation is successful, every section in the navigation panel is marked with the symbol .
If errors and/or incomplete fields are detected, these will display as:
- light blue error message hyperlinks in the **Proposal validation result** section.
- a beside the relevant sections.

9. Click the first error message to open the section, make the required corrections/additions and then click the **Save** button.
10. If applicable, repeat for other sections marked with .
11. Once you have corrected all of the errors and/or added all missing information, click the **Print and manage** link then the **Check my application before submission** button again.
12. On achieving a successful validation, click the **Submit to IMS** button.



13. Read and accept the declaration.

Your Concept Platform Plan has been successfully submitted and is now listed on the **Project List** tab with a status of **Submitted to MBIE**.

Administering Applications

Checking the Progress of your Application

There are three key features in the IMS portal that enable you to quickly see where you are at in the application process.

1. The status of your current application
2. The completeness of your application
3. The number of days until the submission is due.

CHECKING THE STATUS OF YOUR APPLICATION

The status of your current application phase displays in the **Project** List and at the top of key application screens.

THE STATUS...	INDICATES YOUR APPLICATION...
In progress	has been created and is under completion.
Submitted for QA	has been completed and submitted to a super-user for QA.
Submitted to IMS	has been submitted to MBIE.
Registered	has been registered.
Not Progressing	has been withdrawn.
Not submitted	has not been submitted. If you miss the cut-off-date for submitting your application, we can make the application 'Not Submitted'. You will be able to view the application and/or delete it. You will not be able to edit it or submit the application.
Ineligible	does not meet the criteria of the investment process applied for. The application cannot be edited or resubmitted.
Declined	has been declined for funding. The application cannot be edited or resubmitted.
Approved	has been approved. You can proceed to the next stage in the contracting process. You will not be able to edit this application.

CHECKING WHEN YOUR APPLICATION IS DUE

The status bar at the top of the screen displays when the application must be submitted.

Withdrawing an Application

You can withdraw your application at any time **before** it has been submitted.

A withdrawn application cannot be edited or resubmitted. It remains in your organisation's project list with a status of **Not Progressing** and can be viewed and printed.

If you wish to withdraw a submitted application, contact the Investment Operations team.

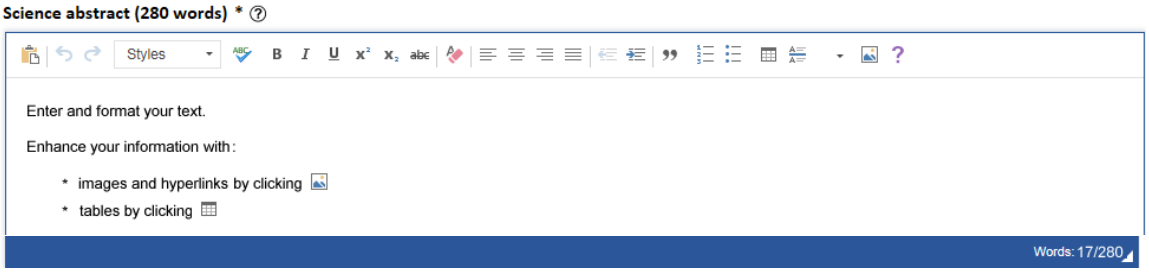
- **To withdraw an un-submitted application:**

1. Locate and open the application.
2. Click the **more actions** link.
3. Click the **Make not progressing** button.

Portal Tips

A few common actions and commands you may find useful when using MBIE's IMS portal.

Formatting Text, and Adding Images and Hyperlinks



Use the text panel toolbar to format your information and if applicable add images, hyperlinks and/or tables. Adhere to the word limits specified. This limit includes words in a table and references/citations. It does not include images. To help you there is an automatic word count tracker at the bottom right hand corner of every text panel.

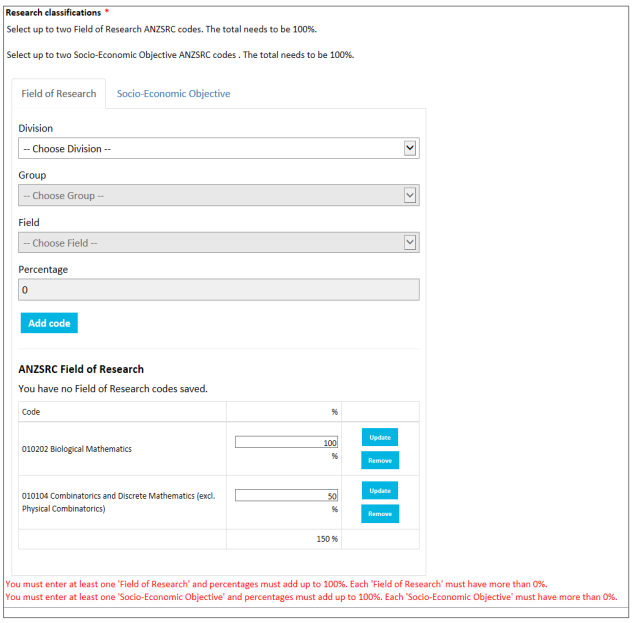
- Use Plain Text when copying and pasting into the IMS portal fields.
- Use subheadings to highlight your key messages.
- Avoid large blocks of text. White space enhances the visual impact and makes reading easier.
- Use images sparingly. Make them count by extending not just illustrating your word count.

Entering Australian and New Zealand Standard Research Classification (ANZSRC) Codes

ANZSRC codes are categorised under two research classifications; **Field of Research** and **Socio-Economic Objectives**. Under each classification, **up to four** ANZSRC codes must be specified in your Concept Platform Plan.

■ **To enter an ANZSRC code:**

1. Click on a category tab; either **Field of Research** or **Socio-Economic Objectives**.
2. Select the appropriate **Division, Group** and **Field** classifications, enter the percentage, and then click the **Add code** button. A list of all the ANZSRC codes created for your application display.
3. Make sure that all of the ANZSRC code percentages equal 100%. Adjust if necessary.
4. Repeat for subsequent codes.



Updating your Details

From the **Home** screen of the IMS portal, you can maintain your details held in the portal as and when required.

- **To view and/or update your details:**

  1. Click the **Edit my account details** button on the **Home** tab.
  2. Update your details as required and click **Save**.

- **To change your password,** click the **Change password** button on the **Home** tab.

Maintaining your Organisation's Contact Details

On person fields, use the **Lookup** button

to locate and auto complete fields with the details of individuals in your organisation as well as add and maintain these details.

- **To locate:**

  1. Enter the person's and click the **Search** button.
  2. Locate them in the list and click the **Use** button.

- **To add:**

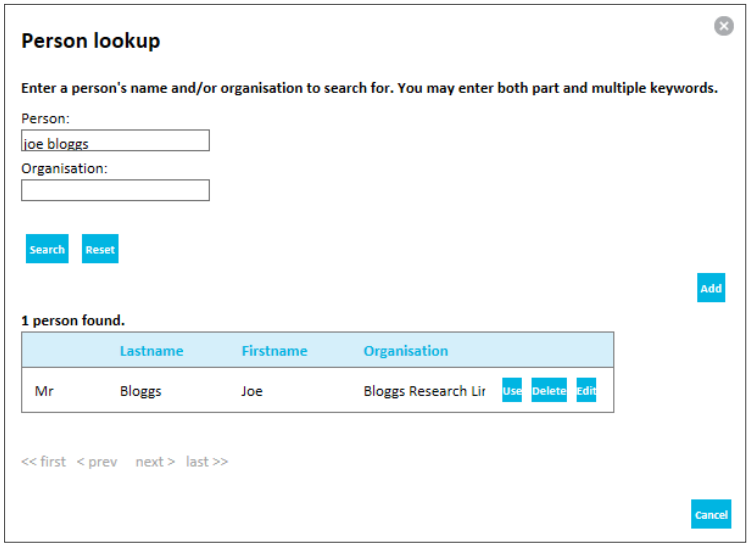
  1. Click the **Add** button.
  2. Enter the contact details and click the **Save & Use** button.

  > The phone number and email address is mandatory.

- **To modify:**

  1. Select the person and click the **Edit** button.
  2. Edit the details and click the **Save & Use** button.

- **To delete,** select the person and click the **Delete** button.



Appendix 1: Terms and Conditions Relating to this Call for Proposals

You must submit your Concept Platform Plans on or before **12 noon, 29 November 2018** or as notified through MBIE's Alert e-newsletter.

By submitting an application you are agreeing to these 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 Concept Platform Plan (hereafter referred to as "you") will be deemed to have agreed to the Call for Proposals terms and conditions without reservation or variation.

2. 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 Concept Platform Plan. If you are in doubt as to the meaning of any part of this Call for Proposals, you must set out in your Concept Platform Plan 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.

3. 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 Concept Platform Plan. MBIE has endeavoured to ensure the integrity of such information. However, it has not been independently verified and may not be up to date.

4. Reliance by MBIE

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

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

5. Inducements

5.1 You must not directly or indirectly provide any form of inducement or reward to any assessor, 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 assessors.

6. 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 Concept Platform Plan 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 Concept Platform Plan does not pass to MBIE. However, in submitting a Concept Platform Plan, you grant MBIE a non-exclusive, non-transferable, perpetual licence to retain, use, disclose, and copy your Concept Platform Plan for any purpose related to this Call for Proposals process.

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

7. 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 1993, 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.

8. The Concept Platform Plan 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 Concept Platform Plan 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 Concept Platform Plan may not be approved for funding.
- All or any Concept Platform Plan(s) may be rejected.
- Your Concept Platform Plan may be accepted in whole, or in part.
- Any information you provide to MBIE with your Concept Platform Plan 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 Concept Platform Plan(s).
- MBIE may reject, or not consider further, any documentation related to your Concept Platform Plan 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.

9. 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 Concept Platform Plans does not imply any obligation on MBIE to contract any funding requested in your Concept Platform Plan. MBIE will not be bound in any way until a contract is executed.

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

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

10. 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 Concept Platform Plan 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.

11. 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 the this Call for Proposals process, including without limitation:

- the assessment process
- the preparation of any Concept Platform Plan
- any investigations of or by any applicant
- concluding any contract
- the acceptance or rejection of any Concept Platform Plan
- 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.

12. Costs and expenses

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

13. 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 Concept Platform Plan.

14. Public statements

14.1 MBIE may make public the following information:

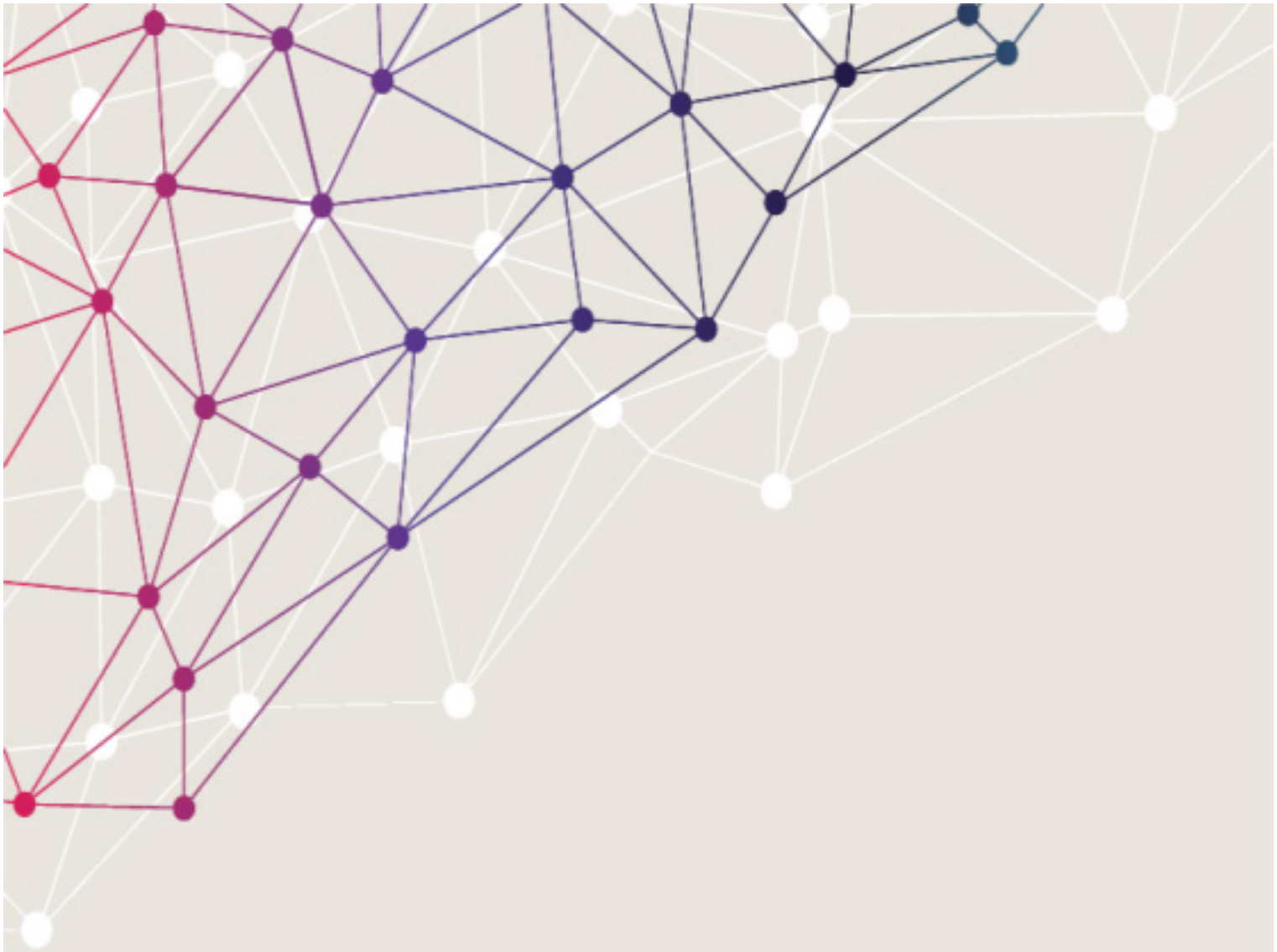
- the names of project team members
- the title of the Concept Platform Plan
- the research fund from which the application would be funded
- the public statement given by the project team when applying for funding
- the total amount of funding and the period of time for which funding has been approved
- the sector to which the research relates.

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

New Zealand's science and innovation systems are critical to boosting the number of knowledge-intensive, internationally-connected firms. The Ministry of Business, Innovation & Employment (MBIE) works to lift business expenditure on research and development, improve the benefits to the wider economy from business development assistance, and harness the potential of the digital economy.

MBIE's funding and support programmes aim to build a high-performing science and innovation system that will transform New Zealand into a more diverse, technologically advanced, smart nation.

For more information on how we invest, see MBIE's Science and Innovation webpages.



MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT
HĪKINA WHAKATUTUKI

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