

PreSeed Accelerator Fund

Call for Proposals

2019 Investment Round



MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT
HĪKINA WHAKATUTUKI

newzealand.govt.nz

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All dates and times are in New Zealand Standard Time.

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The PreSeed Accelerator Fund supports early stage technology commercialisation



The PreSeed Accelerator Fund

The PreSeed Accelerator Fund (the Fund) funds early stage technology activities that:

- > maximise the commercial benefits to New Zealand from publicly funded research
- > improve the commercial capability and skills of public research organisations
- > promote linkages between public research organisations and potential private sector partners, including industry players and capital providers in New Zealand and offshore

The goal of the Fund is to support publicly funded research and development projects to attract private investment.

MBIE invites proposals to be considered for PreSeed funding from the Fund's 2019 investment round. This Call for Proposals contains the information required to prepare and submit a funding application.

What Funding is Available?

\$33,200,000 (excluding GST) over four years is available for investment from 1 July 2019.

The total amount available for investment may be influenced by Government changes to investment levels.

Each successful applicant will be contracted for a four year period. The final allocation of PreSeed funding to successful applicants will depend on the quality of proposals and if applicable, past performance of applicants' prior PreSeed contracts.

How PreSeed Funding Can Be Used

The Fund is a devolved fund. Working with a Commercialisation Partner Network (CPN) Investment Committee, successful applicants (PreSeed Contract Holders) are able to use PreSeed funding to progress their chosen commercialisation projects to investor readiness.

PreSeed funding can be used to support commercialisation prospects that result from any publicly-funded research or research capability.

In addition, MBIE may run a non-devolved PreSeed fund for research organisations that do not have devolved PreSeed contracts.

Co-Funding Requirement

PreSeed Contract Holders can use PreSeed funding to support up to 50 per cent of the total costs of their chosen projects. Co-funding of the balance must be met by any mix of the contract holder's own and/or externally generated funds. This co-funding cannot include any funding provided by MBIE, apart from the Strategic Investment Fund. Private sector in-kind contributions can be counted as part of the co-funding up to 60 per cent of the co-funded amount (or up to 30 per cent of the total project cost).

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Working with Commercialisation Partner Network Investment Committees

PreSeed Contract Holders are required to work with an MBIE approved Commercialisation Partner Network (CPN) Investment Committee.

The role of the CPN Investment Committee is to:

- > Review, assist, and provide investment recommendation for PreSeed projects
- > Approve expenditure (beyond a certain level) of PreSeed funding (as outlined in the following table)
- > Help to ensure high-quality decisions
- > Enhance the connectivity between public sector providers, entrepreneurs and firms
- > Increase the visibility of commercialisation projects in the national pipeline

PreSeed Contract Holders can engage with the committee of their choosing. The contact details for MBIE approved CPN Investment Committees are available on the [PreSeed Accelerator Fund web page](#).

The process for working with a CPN Investment Committee will depend on the total amount of PreSeed funding used for each PreSeed project.

CPN INVESTMENT COMMITTEE PROCESS FOR PRESEED-FUNDED PROJECTS

PreSeed Funding Amount <i>(this does not include co-funding)</i>	Process
Level 1 - Less than \$60,000	PreSeed Contract Holders must: <ul style="list-style-type: none"> > notify a CPN Investment Committee when commencing a PreSeed funding project > present the project to the CPN investment committee for feedback and guidance when the PreSeed project spend approaches \$30,000 > provide the CPN Investment Committee with a brief outcomes report on completion of the project
Level 2 - Equal to or more than \$60,000	PreSeed Contract Holders must: <ul style="list-style-type: none"> > obtain a CPN Investment Committee recommendation for projects that are budgeted to claim equal to or greater than \$60,000 Note that the committee will not consider costs that have been incurred without prior investment committee input > present the project to the CPN investment committee for feedback and guidance when the PreSeed project spend approaches \$30,000 > provide the CPN Investment Committee with a brief outcomes report on completion of the project

Eligible PreSeed Projects and Expenses

PreSeed funding can be used to support eligible expenditure incurred for projects which result from publicly-funded research.

Eligible expenditure

- > Pro-rata salaries of R&D and commercialisation staff plus appropriate proportion of indirect costs
- > The appropriate proportion of the depreciation cost for equipment, buildings and other assets
- > Related research consumables and field accommodation costs
- > The costs of subcontracted R&D provision. Overseas contractor costs are permissible
- > Prototype development to the point where it is investor-ready. Investor-ready is defined as a working prototype or similar stage at which a private sector firm, venture capital investor or other investor may reasonably be expected to be attracted, in order to advance, or to complete, the commercialisation process
- > Product certification costs
- > Pre-clinical studies, but not clinical trials
- > Direct patent protection, trademark, design or copyright costs (patent defence costs are not permitted)
- > Market research, IP strategy development, commercialisation partner engagement (both local and offshore) and other activities associated with progressing a technology development towards investor readiness

Further Information

Web page [PreSeed Accelerator Fund](#)

Email Application queries: PreSeed@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 Science and Innovation updates to be informed of any changes to dates, process or documentation.

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The Application and Assessment Process

Who Can Apply?

To apply for PreSeed funding, you must be either a public or not-for-profit private New Zealand research organisation with a regular and demonstrated flow of eligible commercialisation projects.

A research organisation is defined as a New Zealand legal entity that has internal capability for carrying out research, science or technology or related activities.

Eligible New Zealand-based organisations include but are not limited to:

- > Crown Research Institutes
- > universities, wānanga, and polytechnics
- > District Health Boards
- > majority owned subsidiaries of eligible research organisations
- > collectives of eligible research organisations
- > not for profit private research associations

You **must** confirm that you meet these criteria in your funding application.

Eligible research organisations that **do not** have a devolved PreSeed contract can apply for non-devolved funding. Information about non-devolved PreSeed will be announced after the devolved PreSeed investment round has finished.

The Application Process

Applications can be developed using the application template and guidance provided on page 8. When complete, follow the instructions on page 15 to submit the application to MBIE.

See MBIE's [PreSeed Accelerator Fund web page](#) for the key reference documents that support the application process.

Key Dates

Submission period for Applications	13 December 2018 until 12 noon, Wednesday 13 February 2019
MBIE funding decisions announced	May 2019
Contracts begin	1 July 2019

Any change to key dates will be notified via MBIE's Science and Innovation [email updates](#).

The Assessment Criteria

Eligible proposals will be assessed by a panel of independent experts on the extent to which they meet the following criteria. The assessment panel will be published on MBIE's [PreSeed Accelerator Fund web page](#) prior to the application close date.

CRITERION	DESCRIPTION	WEIGHTING
Return on Investment	<p>The quality of the outcomes from the applicant's previous and current commercialisation work, and if applicable, previous PreSeed projects and potential for returns on current and future PreSeed projects considering:</p> <ul style="list-style-type: none"> > the number and description of commercial deals (technology deals, licences, capital raised) arising from PreSeed and other commercialisation projects > the value of technologies realised from PreSeed projects, where appropriate > the percentage and amount of investment from external investors such as firms, industry associations, private investors, venture capital, central and local government > the percentage and amount of investment from all other sources including reprioritised funds and internal funds > the details of the projects in the pipeline of potential PreSeed-supported opportunities > whether the pipeline of potential PreSeed projects is likely to lead to a platform of high-margin, value-added products or services with significant national and global market potential > whether the pipeline is likely to lead to wider public benefit spill-overs for New Zealand, including social and economic gains > the specific needs, opportunities or contributions of Māori knowledge, resources and/or people in the above areas, and explain if not appropriate 	50%
Pathway to Market	<p>The systems and processes the applicant has in place to ensure an efficient and effective commercialisation process, considering:</p> <ul style="list-style-type: none"> > the ability of the team to identify and protect IP in a timely manner, develop appropriate IP strategies and evaluate market potential of alternative IP opportunities > stage-gating or decision making processes for commercialisation projects > management of funding pipeline and deal flow > commercialisation networks in key target markets including relationships with investors, end users, purchasers and distribution partners. > how the applicant will connect with networks that activate Māori knowledge, resources and/or people 	20%
Ability to Deliver	<p>The ability of the applicant and its commercialisation team to deliver positive commercialisation outcomes in the future, considering:</p> <ul style="list-style-type: none"> > the governance structure of the applicant and how the governance will lead and support the delivery of the objectives > the skills and diversity of perspectives that the governance team brings to the application > how Māori interests will be involved, how contributions from Māori will be integrated, and how benefits from Māori contributions will be distributed > the leadership, project management and commercialisation skills of the commercialisation team > the reputation and track record of delivering successful commercial outcomes by the team > the collaborative efforts shown by the team with other organisations that have complementary skills > international collaborations and partnerships and how those will contribute to successful delivery of commercialisation activities > whether the team has access to the facilities needed to undertake commercialisation effectively and efficiently 	20%
Future Commercialisation Ability	<p>The applicant's ability to transfer technology, become more innovative, and to build its commercialisation capabilities and skills, considering:</p> <ul style="list-style-type: none"> > training commercialisation and research staff receive, on commercialisation drivers and processes > how the proposed activities will develop specific Māori needs, opportunities and resources > engagement with businesses, industry and other research organisations > how the project pipeline will be maintained and grown 	10%

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Assessment of Vision Mātauranga

Māori have a potential interest in all research unless the applicants provide a rationale to show that Vision Mātauranga is not applicable. We expect to see conscious consideration of meaningful and evolving practice in how Māori-held knowledge, resources and people are involved in research and its uptake.

Every proposal must show how the applicant has undertaken an analysis of Māori needs and opportunities, and how their thinking shaped by that process.

Vision Mātauranga is assessed within all of the assessment criteria. It is not a separate or additional assessment. For each criterion, you will need to consider the specific Māori-relevant components. See Appendix 1: Strengthening your approach to Vision Mātauranga on page 24 for more.

Funding Decisions

Pursuant to section 5(2) of the Research, Science and Technology Act 2010, and as set out in the New Zealand Gazette Notice Number 3833, 7 July 2016, MBIE determines the decision-making process and makes funding decisions for the Fund.

MBIE's funding decisions are informed by the recommendations of independent expert assessors. A final decision on the proposals that will be funded and the amounts contracted will be made by the Deputy Chief Executive, Labour, Science and Enterprise Group, MBIE.

In allocating funds, MBIE may:

- > set pre-contractual conditions which must be met before MBIE and the applicant organisation can enter into a PreSeed Accelerator Fund Investment Contract
- > set special conditions
- > vary the proposed term of a proposal, or require specified conditions to be met during the term of a contract before the proposal is funded for the full term
- > vary the funding allocated from that requested

Contracting

By submitting an application you are agreeing to the terms and conditions listed in Appendix 2 on page 25 and those in the PreSeed Accelerator Fund Investment Contract.

MBIE will enter into a PreSeed Accelerator Fund Investment Contract and an associated Work Programme Agreement with your organisation (subject to any pre-contractual conditions being met). A sample contract will be available on MBIE's [PreSeed Accelerator Fund web page](#).

The Work Programme Agreement sets out the commercialisation and related activities for which applicants have been funded and, subject to any variation required by the MBIE, are extracted directly from the information applicants provide in their proposal.

Payments and Reporting Requirements

MBIE will pay monthly or quarterly in arrears on receipt of an invoice and activity report showing expenditure for that period.

The following table details the reporting requirements.

REPORT TYPE	REPORT DUE DATE	DESCRIPTION
Progress Report	Monthly or Quarterly to suit applicant	Describes the contractor's use of PreSeed funds in their current PreSeed projects alongside an invoice for work done
Annual Reports	Within one month of the end of the Financial Year	Describes the contractor's progress towards their agreed Key Performance Agreements
Final Report	Within one month of the contract end date	Summarises the overall performance of the contract

Report templates and guidelines will be provided to contract holders.

Conflicts of Interest

You must declare in your funding application any person considered to have a direct or indirect conflict of interest with the proposed activities.

MBIE will publish details of the assessment panel members on MBIE's [PreSeed Accelerator Fund web page](#) prior to the application close date, so you may check for any conflicts of interest. As soon as you identify a conflict of interest or if you are unsure whether interests present a conflict, email PreSeed@mbie.govt.nz with the details.

Conflicts of interest may occur on two different levels:

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

Privacy

You are responsible for ensuring that all parties mentioned in your application:

- > have confirmed their personal details and the nature and level of their involvement in the work described in the proposal is correct
- > 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, MBIE expects you to comply with the [New Zealand Government Open Access and Licensing Framework](#). This framework advocates the use of Creative Commons¹ licences.

Proposals that include environmental science are subject to 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 for works produced.

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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Preparing your Funding Application

This section contains a template that you can use to prepare your funding application. 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 the proposed activities detailed in the information you provide:

- > complies with the eligibility criteria and addresses the assessment criteria outlined in this document
- > addresses the Government's investment priorities and signals
- > does not duplicate investment through the wider science system or research which is already underway elsewhere, either domestically or overseas
- > considers and addresses where appropriate the aims of the Vision Mātauranga policy to achieve excellent research of relevance and impact to Māori and New Zealand

Proposals are entered and submitted to MBIE in MBIE's Investment Management System (IMS) – a secure online portal. We recommend you use the template to draft your application using a word processor of your choice. When ready to submit, copy and paste the necessary segments into the appropriate IMS portal fields and upload your supporting documentation as directed. See page 15 for more detailed IMS portal information.

Diversity in Science and Research

MBIE is committed to understanding and promoting diversity in Science and Research. Individuals fulfilling key roles in your proposed project will be required to individually register in the IMS Portal and then invited to enter their diversity data. For more information, see our [Diversity Statement](#).

Key Reference Documents

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

- > The [PreSeed Accelerator Fund Assessment Guidelines 2019 Investment Round](#) details how proposals will be assessed.
- > The [Endeavour Fund Investment Plan 2019-2021](#) details the Government's goals and priorities for investment through the Endeavour Fund.
- > The [National Statement of Science Investment 2015-2025](#) details the Government's ten-year vision for New Zealand's science system.
- > The Gazette Notice ([number 2016-go3833](#)) sets the criteria for use in making funding decisions for the Fund.
- > 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 Statement](#).
- > Any other Government sector specific strategy documents as relevant to the proposed activities

Application Template

This template details the information you should cover in your application for funding from the PreSeed Accelerator Fund's 2019 investment round. Use it to help gather the information you need to formulate your proposal. An asterisk (*) indicates mandatory information.

Applications are submitted to MBIE in the IMS portal from **13 December 2018** until **12 noon, Wednesday 13 February 2019**.

These dates are subject to change. Any change will be notified via MBIE's Science and Innovation [email updates](#). See page 15 for more detailed IMS portal information.

APPLICATION TEMPLATE

INFORMATION REQUIRED

WORD LIMIT

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

PROPOSAL INFORMATION

NZBN Number	If applicable, provide the NZBN or registration number of the contracting organisation.	
Company/Trust Number	If applicable, provide the Company or Trust Number of the contracting organisation.	
Total Funding Requested	The total funding across all years that you are requesting using GST exclusive figures. This information is pulled through from the impact statement funding subsection so does not need to be entered here.	
*Title	Provide a meaningful title that identifies the nature of proposal. Do not include acronyms or abbreviations. Titles should clearly reflect the nature of the activity involved. Avoid cryptic or humorous "tabloid" style titles.	12 words
Keywords	Specify up to 15 key words (between 3 and 55 characters in length) that describe the nature of your commercialisation programme. Do not include acronyms or abbreviations.	
*Primary Contact	Provide the name, email address and telephone number of your primary contact person. This contact must have the mandate to discuss the proposal with MBIE.	
*Secondary Contact	Provide a name, email address and telephone number for a second contact person. This secondary contact must differ from the primary.	

PROPOSAL SUMMARY & ELIGIBILITY

*Executive Summary	Summarise the overall objective of your proposal and how you will achieve it, including: <ul style="list-style-type: none"> > why your activities are needed (the issue or problem you are addressing) > what you propose to do (your approach) > the results, impacts or outcomes you expect, how they will be achieved, and who will use or benefit from them. <p>The Executive Summary is your opportunity to introduce Assessors to your proposed activities, the potential impact(s) of those activities and your methodology. It should only introduce information detailed in the Assessment Criteria section (see over) of your proposal.</p> <p>Do not include references, hyperlinks, images, video, or audio files.</p>	1000 words
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APPLICATION TEMPLATE

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***Public Statement** Provide a summary of your proposal for a public audience. Include brief explanations of why your proposal is needed, how you will achieve your objectives, the benefits you expect to deliver, and the key beneficiaries. If you wish, include publishable contact details. 280 words

The statement is not used for assessment.

***Eligibility** Answer (Yes or No) the following question: Is the applicant a New Zealand-based public or not-for-profit private research organisations that has a regular and demonstrated flow of eligible commercialisation projects.

A research organisation means an organisation that has internal capability for carrying out research, science or technology or related activities. Eligible organisations include but are not limited to:

- > Crown Research Institutes
- > universities, wānanga, and polytechnics
- > District Health Boards
- > majority owned subsidiaries of eligible research organisations
- > collectives of eligible research organisations
- > New Zealand-based not for profit private research associations

If **No**, explain why.

ASSESSMENT CRITERIA

You may include images but not hyperlinks, video, or audio files.

***Return on Investment** Describe the returns for your previous commercialisation projects, including those funded by PreSeed, and potential for returns on current and future PreSeed projects. For new applicants, provide relevant evidence about the returns on your previous and current commercialisation work outside of PreSeed. When completing this section, tell us about: 4000 words

- > the number and description of commercial deals (technology deals, licences, capital raised) arising from PreSeed and other commercialisation projects
- > the value of technologies realised from PreSeed projects, where appropriate
- > the percentage and amount of investment from external investors such as firms, industry associations, private investors, venture capital, central and local government
- > the percentage and amount of investment from all other sources including reprioritised funds and internal funds
- > details of the projects in your pipeline of potential PreSeed-supported opportunities
- > whether the pipeline of potential PreSeed projects is likely to lead to a platform of high-margin, value-added products or services with significant national and global market potential
- > whether the pipeline is likely to lead to wider public benefit spill-overs for New Zealand, including social and economic gains
- > the specific needs, opportunities or contributions of Māori knowledge, resources and/or people in the above areas, and explain if not appropriate

APPLICATION TEMPLATE

INFORMATION REQUIRED

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*Path To Market	<p>Describe how your organisation will ensure an efficient and effective commercialisation process. Tell us about:</p> <ul style="list-style-type: none"> > the ability of the team to identify and protect IP in a timely manner, develop appropriate IP strategies and evaluate market potential of alternative IP opportunities > stage-gating or decision making processes for commercialisation projects > management of funding pipeline and deal flow > commercialisation networks in key target markets including relationships with investors, end users, purchasers and distribution partners. Include in this description how you will connect with networks that activate Māori knowledge, resources and/or people 	1600 words
*Ability To Deliver	<p>Describe how your organisation will deliver positive commercialisation outcomes. Tell us about:</p> <ul style="list-style-type: none"> > the governance structure of the applicant and how the governance will lead and support the delivery of the objectives > the skills and diversity of perspectives that the governance team brings to the application > how Māori interests will be involved, how contributions from Māori will be integrated, and how benefits from Māori contributions will be distributed > the leadership, project management and commercialisation skills of the commercialisation team > the reputation and track record of delivering successful commercial outcomes by the team > the collaborative efforts shown by the team with other organisations that have complementary skills > international collaborations and partnerships and how those will contribute to successful delivery of commercialisation activities > whether the team has access to the facilities needed to undertake commercialisation effectively and efficiently 	1600 words
*Future Commercialisation Ability	<p>Describe how your organisation will transfer technology and knowledge, to become more innovative, and to build its commercialisation capabilities and skills. Tell us about:</p> <ul style="list-style-type: none"> > training commercialisation and research staff receive, on commercialisation drivers and processes > how your proposed activities will develop specific Māori needs, opportunities and resources > engagement with businesses, industry and other research organisations > how the pipeline will be maintained and grown 	800 words

APPLICATION TEMPLATE

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PROJECT DETAILS

***Team Members** Using the following sample team table, list the key personnel that will be involved in each year of funding and provide supporting CVs.

CVs should conform to MBIE's RS&T CV format.

Key personnel

- > ***Project Leader:** the team member responsible for the overall delivery of the contract
- > ***Leaders:** the team member responsible for the activities for an individual impact statement, e.g., the Impact Statement Leader. At least one leader must be named
- > **Key Individuals:** team members who are not researchers but whose contribution is critical to the success of the project, e.g., implementation.
- > **Contract Manager:** a person who must have the mandate to manage the proposal with MBIE.
- > **Others:** remaining team members not listed elsewhere.

Sample Team Table

Role	Full Name	CV	*FTE (year n)	Email Address	¹ Diversity Registration
*Project Leader	Mandatory	Mandatory	Mandatory	Mandatory	Yes
*Leader	Mandatory	Mandatory	Mandatory	Mandatory	Yes
Key Individual	Mandatory	Mandatory	Mandatory	Mandatory	Yes
*Contract Manager	Mandatory	Not Required	N/A	Mandatory	Not Required
Other	Optional	Not Required	N/A	Not Required	Not Required

* A minimum of 0.15 per year is required for roles where the FTE is mandatory.

¹As part of MBIE's diversity policy, these roles will be invited to register separately in the IMS Portal. Diversity information is not assessed. For more information on the collection of diversity information, see MBIE's [IMS portal web page](#).

***Governance**

Provide the details of the proposed Governance and Management Personnel, i.e. the manager or CEO for the application, the Chair and as many governance members as possible.

APPLICATION TEMPLATE

INFORMATION REQUIRED

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*Work Programme	<p>Detail your impact statements and for each statement, the applicable objectives and milestones. Statements, objectives and milestones must be measurable and achievable within the term of the contract and on or before the end date of the related statement or objective.</p> <p>Detail at least one impact statement. Each statement must have at least one objective, one milestones, and start and end dates.</p> <p>An impact statement describes the impacts or outcomes the proposal aims to achieve by the end date specified. It does not include impacts or outcomes delivered beyond the end of the contract term. Impact statements go one-step beyond outputs (such as research papers or client reports), and typically include transfer to, or uptake of the research by users.</p> <p>An objective is a goal that will be delivered by the proposed activities.</p> <p>A milestone is an activity that, if not delivered, will significantly affect the impact of the proposal. Regulatory and/or ethical approvals, for example, should be listed as milestones. Milestones should be measurable, defined events, not incremental progress.</p>	<p><i>140 words for each impact statement, specific objective, and critical step</i></p>
*Risk Management Plan	<p>Provide an initial risk management plan that identifies the key risks to the project (e.g. technical risks, management risk, uptake risks) with estimates of the likelihood and magnitude for each risk, mitigations and management proposed, and any residual risk. This plan may be in table form.</p>	<p><i>1000 words</i></p>
*Key Performance Indicators (KPIs)	<p>Using the table below, detail how you will measure performance throughout the life of the contract through committed KPIs.</p> <p>The KPIs should show how progress towards delivery of the contract’s objective and post-contract outcomes will be measured with targets to be achieved during the life of the contract. Each KPI must include a measure, targets and dates to be achieved.</p> <p>KPI measures might include some early indicators of performance where appropriate, for example:</p> <ul style="list-style-type: none"> > The commercial benefits realised > The health of the project pipeline > The degree of co-funding <p>You should also include aspirational ‘target KPIs’.</p> <p>MBIE will agree KPIs with successful applicants based on this section as part of the contracting process.</p>	

Performance Area	Measure	Target	Date
<i>E.g. Delivery of Objective</i>	<i>E.g. Number of new projects in reported year</i>	<i>2 to x stage 4 to x stage</i>	<i>30 June 2023</i>
<i>E.g. Impact</i>	<i>E.g. Number of commercial deals</i>	<i>Aligned funding exceeds measure in previous year</i>	<i>Annual</i>
<i>E.g. Domestic and International Collaboration</i>	<i>E.g. Percentage income from international sources</i>	<i>% as expected</i>	<i>30 June 2023</i>
<i>E.g. Delivery of Objective</i>	<i>E.g. Number of new projects in reported year</i>	<i>2 to x stage 4 to x stage</i>	<i>30 June 2023</i>

APPLICATION TEMPLATE

INFORMATION REQUIRED

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FUNDING REQUESTED & PROJECT BUDGET

***Funding Requested** Specify the funding requested for each impact statement in each year of the work programme.

***Project Budget** Tell us the annual budget for the MBIE funding you have requested. Use the following table as a guide. The total budget must be within \$1,000 of the per annum amount of funding you are requesting.

PreSeed funding cannot be used to fund capital expenditure. However, it can be used to meet the full overhead cost and depreciation.

Personnel	0.00
General operating expenses	0.00
Building depreciation/rental	0.00
Equipment depreciation/rental	0.00
Overheads	0.00
Subcontracting	0.00
Other expenditure	0.00
Annual budget	0.00

SUPPORTING INFORMATION

***Special Ethical and Regulatory Requirements** Tell us: *280 words*

- > 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 or issues of public concern.
- > If approvals have not yet been obtained, how and by when you expect to do so.

***Intellectual Property Management** Tell us: *560 words*

- > how you will identify, protect, and if appropriate share, any intellectual property generated by the research.
- > if you are collaborating with other organisations, any intellectual property management plans in place.

You may include images but not hyperlinks, video, or audio files.

Glossary If appropriate, upload a glossary to explain any acronyms, names, terms or use of Te Reo Māori that may be unfamiliar to readers of your proposal.

Your glossary should not include references, hyperlinks or images.

A glossary template can be downloaded from the IMS portal in the **Glossary** section.

Conflicts of Interest Declare any direct or indirect conflicts of interest here. See page 7 for more details.

***Health and Safety Declaration** Describe how you will ensure that you manage any health and safety issues that may arise in the conduct of your project. *280 words*

Submitting your Funding Application

Proposals for funding from PreSeed Accelerator Fund 2019 investment round are entered and submitted in MBIE's Investment Management System (IMS) – a secure online portal. Proposals can be entered and submitted to MBIE in the IMS portal from **13 December 2018 until 12 noon, 13 February 2019**.

These dates are subject to change. Any change will be notified via MBIE's Science and Innovation [email updates](#).

A proposal is considered submitted if it has a status of **Submitted to IMS** in the IMS portal. If your proposal is being submitted by a university or a Crown research institute, see your research office for additional submission advice.

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 MBIE 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:

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*).

User Access Roles

What you can do and see in the IMS portal is dependent on your access. There are two user roles.

	A	CAN
User	>	See and/or work only on funding applications to which they are authorised
	>	Submit completed registrations/applications to your Super User quality assurance (QA).
Super User	>	Perform all the functions of a regular user
	>	Manage IMS portal access; add, delete or modify the users in their organisation, including changing the views and applications they can see
	>	QA and submit completed applications to MBIE.

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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 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.

Reference	Agency	Contract	Status	Assigned to	Status updated date	Team
REG-50337-ENDRP	MBIE		In progress	M Fishwick	22/09/2016	Contestable Investments
REG-50336-ENDRP	MBIE		In progress	Camilla Swan	22/09/2016	Contestable Investments
REG-50335-ENDRP	MBIE		In progress	Kirstin Keene	22/09/2016	Contestable Investments
REG-50334-ENDSI	MBIE		Registered	Camilla Swan	22/09/2016	Contestable Investments

Entering and Submitting a Funding Application

Proposals for PreSeed Accelerator Fund 2019 funding can be submitted to MBIE in the IMS portal from **13 December 2018 until 12 noon, 13 February 2019**.

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 an application in the IMS portal:

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. Select **2019 PreSeed Accelerator Fund** from the drop down menu and then click the **Create** button. The first section you need to complete displays.

The IMS portal will guide you through the completion of the required fields. 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 IMS 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 application 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 application.

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.
	Is 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.

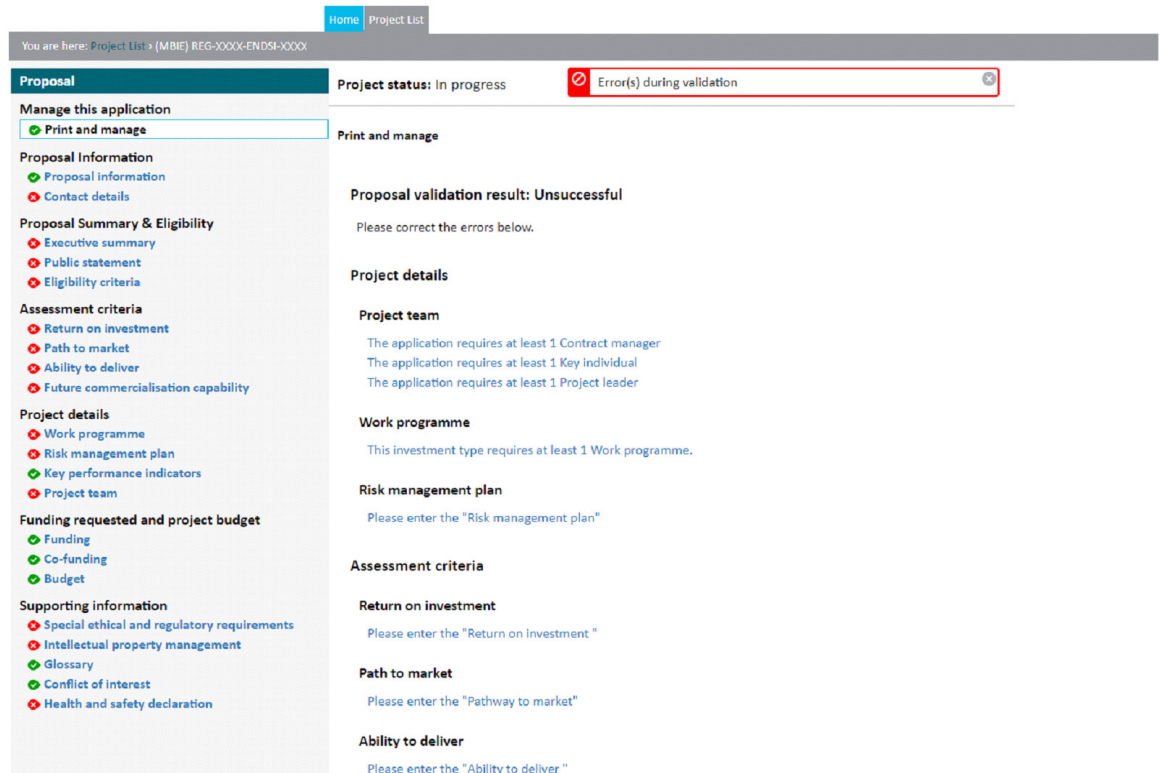
A warning will display if you attempt to leave the current section without saving your information.

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.

- When all sections are complete, scroll to the top of navigation panel and click the **Manage and submit** link.
- 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.





The screenshot shows a web application interface for managing a proposal. At the top, there are navigation links for 'Home' and 'Project List'. Below this, a breadcrumb trail reads 'You are here: Project List > (MBIE) REG-XXXX-ENDSI-XXXX'. The main header area includes a 'Proposal' tab, a 'Project status: In progress' indicator, and a red warning box that says 'Error(s) during validation'. The left sidebar contains a navigation menu with sections like 'Manage this application', 'Proposal Information', 'Proposal Summary & Eligibility', 'Assessment criteria', 'Project details', 'Funding requested and project budget', and 'Supporting information'. Each item in the menu is accompanied by a status icon (green checkmark, red X, or red play button). The main content area on the right shows the 'Print and manage' section, which includes a 'Proposal validation result: Unsuccessful' message. Below this, several sections are listed with their respective status: 'Project details' (Project team, Work programme, Risk management plan), 'Assessment criteria' (Return on investment, Path to market, Ability to deliver), and 'Ability to deliver'.

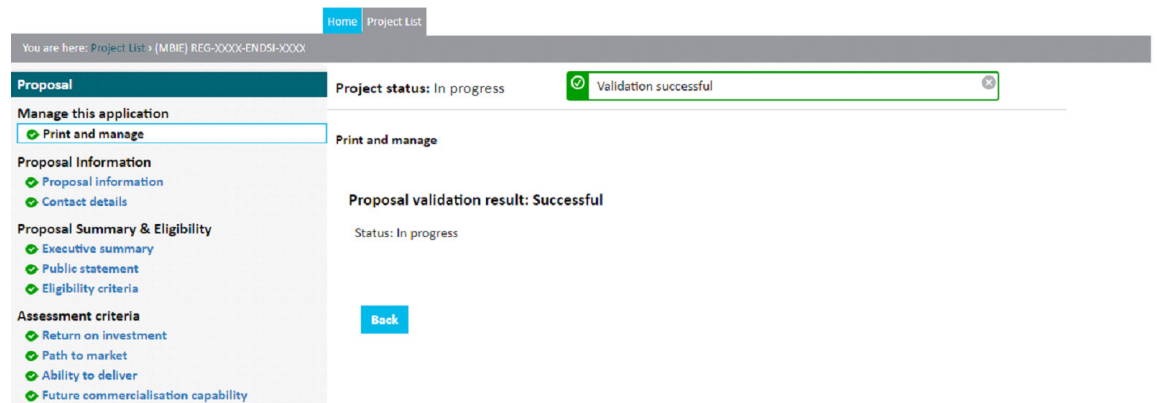
If the validation is successful, every section in the navigation panel is marked with the symbol .

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.

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



- > If you are completing a Registration click the **Register interest** button.
- > If you are submitting a Concept or Full proposal, click the **Submit to QA** button (*Users*) or the **Submit to IMS** button (*Super Users*).

10. Read and accept the declaration.

If you clicked **Submit to IMS** your application has been successfully submitted and is now listed on the **Project List** tab with a status of **Submitted to MBIE**. If you clicked **Submit to QA** you will need to ensure that your Super User performs their QA and submits your application before the deadline.

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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, MBIE can make the application 'Not Submitted'. You will be able to view the application and/or delete it, however you will not be able to edit or submit it.
Ineligible	does not meet the criteria of the investment process applied for. The application cannot be edited or resubmitted.
Declined	has been declined by MBIE for funding. The application cannot be edited or resubmitted.
Approved	has been approved by MBIE. You can proceed to the next phase in the contracting process. You will not be able to edit the application.

CHECKING WHEN YOUR APPLICATION IS DUE

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

Project status: **In progress** The registration has not been submitted (You have 15 day(s) to submit the Project)

Withdrawing an Application

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

A withdrawn application cannot be edited or resubmitted to MBIE. 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.

IMS Portal Tips


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

Searching and Filtering

■ To find an application:

- › Use **Search** field (*located top right*).
- › Scroll through the list using the controls  at the bottom left of the screen.
- › Use the **Advanced Search** link (*located directly under the Search field*) to enter a more detailed search criterion.

■ To apply a filter:


1. Click the  on next to column header.
2. Select one or more categories of interest.
3. Click the **Apply Filter** button.

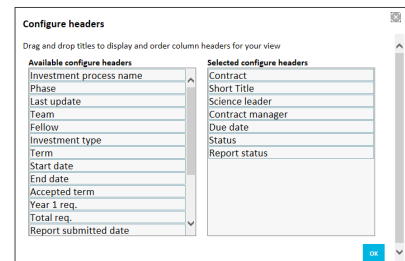
To reset all filters, click the **Reset Filter** button on the **Project List** tab.

Working with Columns

- **To sort a column**, click the **column header** once to apply an ascending sort and/or twice for descending.

■ To change the columns that display on the Project List tab:

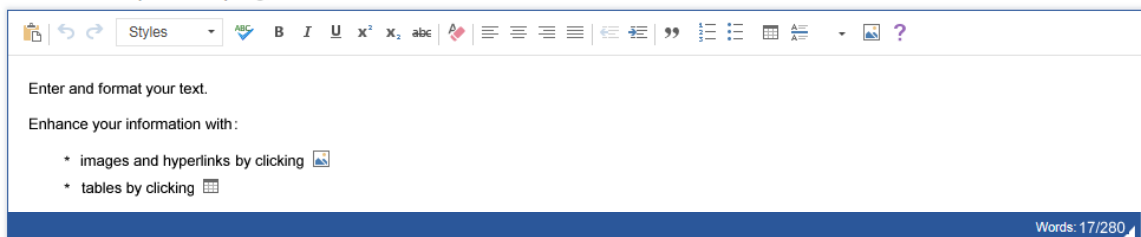
1. Click the **Advanced Search** link (located top right of the **Home** screen).
2. Click the **Configure headers**  icon.
3. Drag and drop the columns you want to view from the left hand panel into the right.
To remove a column, simply reverse the action.
4. Reorder as required by selecting them and dragging them up or down the list.
5. Click **OK** and then click the **Save as Default** button.



To reset the customisation, click the **Advanced Search** link and then click the **Reset** button.

Formatting Text, and Adding Images and Hyperlinks

Science abstract (280 words) * ?



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.

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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.

Managing IMS Portal Access

If you are a Super User, you can set up and maintain access to the portal for the users in your organisation as necessary. If you require a user to be deactivated, email imssupport@mbie.govt.nz.

- **To grant access to the IMS portal:**

New users are automatically granted regular **User** permissions. If they require **Super User** permissions, email imssupport@mbie.govt.nz. Note that this request must be endorsed by a Super User.

1. On the **Home** screen > **Home** tab, click **Manage Users**.
2. Click the **Add new** button.
3. Enter the details for the user and click the **Create** button.


An automatic email is sent to the user with a temporary password and link enabling them to change this.

4. Grant the user access to the necessary applications. For each application:
 1. On the **Home** screen > **Project List** tab, open the application and click the **Manage users for this application** button.
 2. Click the **Add** button.
 3. Search for and locate the new user you want to grant access. Select them and click the adjacent **Use** button.

Title	First name	Last name	
Dr	Paul	Dodds	Use
Ms	Sally	Carter	Use

5. By default they will have **Edit** access. If required, click the adjacent **Change to Edit** button to restrict this to **View only** rights.

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 name 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.

Person lookup

✕

Enter a person's name and/or organisation to search for. You may enter both part and multiple keywords.

Person:

Organisation:

Search
Reset

Add

1 person found.

	Lastname	Firstname	Organisation	
Mr	Bloggs	Joe	Bloggs Research Lir	Use Delete Edit

<< first < prev next > last >>

Cancel

Appendix 1: Strengthening your approach to Vision Mātauranga

This guidance is to help you consider Vision Mātauranga when you develop your proposal.

Through the [Vision Mātauranga policy](#), we encourage appropriate and distinctive research arising from the interface between Māori knowledge and science, to deliver effective and innovative products, services and outcomes for Māori and all New Zealand.

Vision Mātauranga comes alive when the following principles guide proposals that involve Māori:

<i>Partnership</i>	- genuine partnership with Māori, integrated through the programme
<i>Reciprocity</i>	- co-development and contribution each way, sharing of benefits
<i>Empowering Māori</i>	- active roles and responsibilities for Māori, contributing to Māori capability
<i>Creativity</i>	- the generation of distinctive research arising from and responding to Māori.

Your proposal should show how you have responded to opportunities presented by relevant Māori knowledge, resources or people. This could include:

- > the steps you have taken to identify research opportunities relevant to Māori interests
- > how particular Māori interests will be involved, and how you propose to respond to the distinctive issues and needs of those Māori interests
- > how contributions or innovations drawn from Māori are integrated in the proposal
- > which of the four Vision Mātauranga outcome benefits outlined in the Endeavour Fund Investment Plan 2019-2021 you propose to address and how.

We would rather see Vision Mātauranga embedded in proposals rather than added in through retrofitting or by writing one golden paragraph. Please consider if you have provided sufficient information to show how your proposal:

- > analyses Māori needs, opportunities or resources
- > responds to values, histories, relationships, rights, and aspirations held by Māori interests
- > outlines where and why your research is taking a generic approach, a Māori-centric approach, kaupapa Māori research approach, or a mix across the proposal
- > incorporates authentic Māori voices and expertise relevant to the design of the proposal, especially if it includes kaupapa Māori research
- > details agreed engagement methods or principles specific to the proposal, especially if you are proposing work at the interface between knowledge systems
- > details specific and agreed Māori roles and responsibilities. These could include Māori as: researchers, funders, knowledge contributors, participants, end users, partners, leaders, advisors, or governance members
- > support other specific commitments between your team and Māori, e.g., decision-making, ownership of IP, appropriate use of Māori characterisation, implementation, contribution to the interface between knowledge systems
- > how the above is being resourced and supported.

Keep in mind that people with expertise in Vision Mātauranga and related research methodologies are often called upon for many applications across multiple research areas, and this can take their time away from other Māori development opportunities. Early and authentic engagement, and following the principles above, will help Applicants and Māori organisations manage their use of such expertise.

If you think Vision Mātauranga is not relevant to your research, you should test this assumption with independent advisors with relevant strategic Vision Mātauranga experience. You will need to provide evidence to explain why you consider Vision Mātauranga is not applicable.

Appendix 2:

Terms and Conditions Relating to this Call for Proposals

Proposals must be submitted to MBIE in the IMS portal on or before **12 noon, 13 February 2019** or as notified through MBIE's Science and Innovation [email updates](#).

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 proposal (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 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.

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 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.

4. Reliance by MBIE

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

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

5. 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.

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 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.

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 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.

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 proposals does not imply any obligation on MBIE to contract any funding requested in your proposal. MBIE will not be bound in any way until a contract is executed.

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

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

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 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.

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 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.

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 proposal.

14. Public statements

14.1 MBIE may make public the following information:

- › the names of team members
- › the proposal title
- › the research fund from which the application would be funded
- › the public statement given by the 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 proposal 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 our [website](#).



