

Te Pūnaha Hihiko:
Vision Mātauranga Capability Fund

Assessment Guidelines

2019 Investment Round



MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT
HĪKINA WHAKATUTUKI

newzealand.govt.nz

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Mā te rongo ka mōhio
Mā te mōhio ka mārama
Mā te mārama ka mātau
Mā te mātau ka ora

*Through perception comes awareness
Through awareness comes understanding
Through understanding comes knowledge
Through knowledge comes well-being*

Te Pūnaha means system or group: the connection point; careful consideration

Hihiko means to be inspired, to be switched on and willing

Mātauranga in the fund's name means knowledge in a broad sense compared to the more specific *mātauranga Māori*

Mihi

Tēnā koutou

Thank you for agreeing to assess proposals submitted for funding from Te Pūnaha Hihiko: Vision Mātauranga Capability Fund 2019 investment round.

Te Pūnaha Hihiko: Vision Mātauranga Capability Fund invests in activities that strengthen capability and networks between Māori organisations and the science and innovation system, to deliver benefit to Aotearoa. These guidelines detail what is involved in the assessment of proposals and the role that you will play in that process. Informed assessment of proposals is a critical aspect of the investment process, as it forms the basis of The Ministry of Business, Innovation and Employment's (MBIE's) funding recommendations.

We have selected you and other assessors based on your knowledge and experience. You have not been selected as a 'representative' of a particular organisation or sector. The names of all assessors and their affiliated organisations are published on MBIE's website.

The experience and expertise that you bring to the investment process is greatly appreciated. Thank you for supporting MBIE's science investment processes.

Ko te tūmanako he āwhina i roto
Nā mātou, nā Hīkina Whakatutuki



Dr. Prue Williams



GENERAL MANAGER
Science System Investment and Performance
Hīkina Whakatutuki | Ministry of Business, Innovation & Employment

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Introduction

As an Assessor, you are critical in helping MBIE identify the proposals that have the greatest potential to deliver on the New Zealand Government's investment goals for Te Pūnaha Hihiko: Vision Mātauranga Capability Fund. The Fund has been operating since 2013 and this is the seventh investment round.

These guidelines describe the assessment process; the roles involved, and provide guidance on how to record your assessments in MBIE's Investment Management System (IMS) – a secure online portal.

We recommend that you read this document in conjunction with Te Pūnaha Hihiko: Vision Mātauranga Capability Fund Call for Proposals 2019 Investment Round and other relevant information on MBIE's [Te Pūnaha Hihiko: Vision Mātauranga Capability Fund webpages](#).

If you have any questions, feel free to contact us.

Email Application queries: VMCF@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.

Assessment Roles and Responsibilities

Assessment of Te Pūnaha Hihiko: Vision Mātauranga Capability Fund proposals submitted for funding from the 2019 investment round is performed by a panel of assessors comprising approximately eight members. Each member assesses a selection of proposals and attends an Assessment Panel meeting during which the preliminary scores and comments are reviewed, scored and ranked. These rankings are then reported to MBIE.

MBIE will publish the names and a short biography of each Assessor on its website.

If the volume of proposals is large, MBIE may engage additional Assessors to assess, score and comment on proposals ahead of the Panel meeting.

The following outlines the key roles and responsibilities involved in the assessment process.

Assessor

Your role as an assessor is to assess Te Pūnaha Hihiko: Vision Mātauranga Capability Fund proposals submitted for funding in the 2019 investment round. Your key responsibilities include:

- > Participating in an Assessor briefing.
- > Declaring any conflicts of interest and adhering to MBIE's confidentiality and privacy policies.
- > Reading and assessing assigned proposals, allocating assessment scores that reflect your assessments (*using a 7-point scoring system against the assessment criteria*) and then recording your scores and supporting comments in MBIE's Investment Management System (IMS) – a secure online portal.
- > Attending an Assessment Panel meeting in Wellington, where the preliminary scores and comments are reviewed, proposals are scored and ranked, and advice on the assessment results is recorded by MBIE. Note that the Assessment Panel does not have delegated authority to make investment decisions.
- > Taking collective ownership of Assessment Panel results and advice to MBIE.

Lead Assessor

In addition to the responsibilities of an Assessor, a Lead Assessor is also responsible for introducing and leading the discussion on a selection of proposals at the Assessment Panel meeting.

Assessment Panel Chair

The Chair must:

- > Prioritise the discussion of the Panel meeting taking into account the preliminary ranked assessment scores and any advice from assessors.
- > Identify and take appropriate action over conflicts of interest.
- > Allow time for informed discussion and equitable decision-making for proposals and mediate views if required.
- > Ensure that the Assessment Panel follows the scoring system and provides sound advice.
- > Ensure that the Assessment Panel develops appropriate commentary on proposals to inform funding recommendations and to enable appropriate feedback to applicants.
- > Provide an Assessment Panel report to MBIE.

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Confidentiality and Privacy

To ensure confidentiality, as an assessor you must:

- > Ensure the safekeeping of all proposals and related documents (*e.g., workbooks, notes, etc.*).
- > Destroy any remaining documentation or return it to MBIE at the end of the assessment process.
- > Not correspond with or discuss the contents or assessment of any proposals with the applicant or any other party. If an applicant contacts you about a proposal:
 - direct them to us (VMCF@mbie.govt.nz), and
 - email us with the details of your contact.
- > Not use any confidential information for any purpose other than assessment.

All assessors must agree to adhere to MBIE's confidentiality and privacy policies which apply to all personal information collected by MBIE in the IMS portal before they can view their assigned proposal.

OFFICIAL INFORMATION ACT 1982

Proposals and their assessments are confidential. Note however that MBIE is subject to the Official Information Act 1982 therefore information relating to an assessment may be released if requested.

Conflicts of Interest

MBIE follows a rigorous process to maintain the credibility of investment decisions and to assure applicants that their proposals are fairly and reasonably appraised.

Before starting to assess, you must check your list of assigned proposals for any conflicts of interest and either accept or decline the assignments as appropriate (*see page 15 for details on how to do this*).

What is Considered a Conflict of Interest?

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, or
 - 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.

If you are from a University or Crown Research Institute or other large organisation, you may assist in the assessment of proposals from that institution providing you have no direct or limited indirect interest in the proposal. If in doubt, declare and discuss with MBIE.

Reporting Identified Conflicts

All conflicts of interest must be declared to MBIE.

If you identify a direct conflict with a proposal that has been assigned to you, you must decline the assignment. If you identify an indirect conflict, email MBIE at VMCF@mbie.govt.nz with the details for further discussion before accepting or declining the assignment.

Handling Conflicts of Interest During the Assessment Panel Meeting

If there is a **direct conflict** of interest with a proposal about to be discussed during the Panel meeting, declare the conflict to the Chair. You will be required to leave the room during the ensuing assessment discussion.

The actions required for a declared **indirect conflict** of interest is at the discretion of the Assessment Panel Chair; this could be to:

- > leave the room
- > stay but remain silent unless asked to respond to a direct question
- > contribute to the assessment of the proposal.

Should the Chair declare a conflict of interest with a proposal, a Deputy Chair will be appointed for the ensuing assessment discussion.

All conflict of interest declarations and resulting assessor actions during the Panel meeting will be recorded.

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The Assessment Process

The key dates and an overview of the assessment process follows.

Key Dates

Assessor briefing	Early March 2019
Proposals assigned	11 March 2019
Assessment recorded in the IMS portal	12 noon, 1 April 2019
Assessment Panel meeting	9 - 10 April 2019
MBIE decisions on proposals announced	May 2019

All dates are New Zealand Standard Time

Time Commitment

We envisage your involvement in the assessment process to be as follows.

UP TO:	TO:
Half a day	Read through these guidelines and background documents, and participate in an Assessor briefing, in person or via teleconference.
3 days	Read your assigned proposals, assign scores and enter those scores with comment in the IMS portal.
2.5 days	Attend the Assessment Panel meeting in person in Wellington, New Zealand, and complete follow up report writing.
Half a day	Complete follow up report writing.

Assessor Briefing

Prior to performing assessments, assessors are required to attend a one hour briefing session either in person, in Wellington, or via teleconference. The purpose of this session is to familiarise assessors with the:

- > Assessment tools and resources that are available, including the assessment scoring guides
- > Content of [Te Pūnaha Hihiko: Vision Mātauranga Capability Fund Call for Proposals 2019 Investment Round](#) including the structure of the application form and the assessment criteria.

The date of this briefing and further information will be sent to attendees separately.

Allocation of Proposals to Assessors

Proposals that meet the eligibility criteria are assigned to assessors in the absence of any potential conflict of interest.

From **11 March 2019**, MBIE will confirm your role and inform you of your assigned proposals by email.

You use MBIE's IMS portal to:

1. Log on to view your assignments, identify and notify MBIE of any conflicts of interest and then accept or decline your assignments accordingly.

Do this early so proposals can be reassigned.

Your role (Assessor or Lead Assessor) will be clearly defined against each assigned proposal.

2. Open (*download and/or print*) all assigned, accepted proposals.

Refer to page 14 for further instruction on the IMS portal.

How and When Assessments are Recorded

Your assessment scores and comments are recorded in the IMS portal. This must occur on or before **12 noon, 1 April 2019**.

Assessment Panel Meeting

The Assessment Panel meets in Wellington, in person, on **9 - 10 April 2019** to discuss the preliminary assessment scores and supporting comments and agree consensus scores.

The Panel's discussion and moderation may take into account any additional information gathered during the assessment process.

MBIE records the discussion, the consensus scores and the Panel's assessment.

Funding Recommendations and Decisions

Informed by the Assessment Panel, MBIE's Deputy Chief Executive, Labour, Science and Enterprise will make the final investment decisions on which proposals will be funded and may:

- > set pre-contractual conditions which must be met before the investment is contracted.
- > set special conditions in addition to the general terms and conditions set out in Te Pūnaha Hihiko: Vision Mātauranga Capability Fund Investment Contract.
- > vary the proposed term of a proposal, either by setting a different term to that proposed or by stage-gating the investment, for example by requiring certain conditions to be met at a point in the term, before the proposal is funded for the full term applied for.
- > vary the funding allocated from that proposed and require performance indicators to be negotiated to MBIE's satisfaction to reflect the changed funding.

MBIE will advise the proposal's contact person of the funding decisions in **May 2019**. Decisions will be announced on MBIE's website and via a press release.

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Performing Assessments

Use the following procedure to assess Te Pūnaha Hihiko: Vision Mātauranga Capability Fund proposals submitted for funding from the 2019 investment round.

The Assessment Steps

1. Read and understand the assessment criteria, the Government's investment aims and objectives for Te Pūnaha Hihiko: Vision Mātauranga Capability Fund.

Read and understand the assessment criteria detailed in these guidelines. This includes the scoring guide, the Government's investment aims and objectives for Te Pūnaha Hihiko: Vision Mātauranga Capability Fund. The scoring guide and the points to note for each assessment criteria provide a common interpretation to clarify and help ensure consistency.

- > We recommend that you also read [Te Pūnaha Hihiko: Vision Mātauranga Capability Fund Call for Proposals 2019 Investment Round](#) available on MBIE's [Te Pūnaha Hihiko: Vision Mātauranga Capability Fund webpages](#).

2. Accept (or decline) assigned proposals.

Accept your assigned proposals or decline if you deem a conflict of interest exists (*see page 15 for details*).

3. Read assigned proposals (*see page 16 for details*).

4. Select an assessment score and record associated commentary.

Only assess the information presented in the proposal. Applicants are obliged to present the relevant information therefore if a proposal has obvious gaps, reflect this in your score and detail the significant issues in your comments.

Independently score each proposal using the assessment scoring guides (*see pages 12 and 13*). For each criterion:

- Select a score ranging from 1 (*low quality*) to 7 (*high quality*) from the scoring grid that best matches your assessment **AND** how well the proposal would deliver on the Government's investment goals for Te Pūnaha Hihiko: Vision Mātauranga Capability Fund and Vision Mātauranga. While sections of the proposal may align with the assessment criteria, evaluate the proposal **as a whole** before finalising your assessment.
- Record your assessment scores in the IMS portal (*see page 16*).

Provide an overall commentary on why you selected those scores. Your commentary should also identify if applicable the specific reasons for a deficiency, particularly if you are recording a score of 4 or less for any of the assessment criteria.

Assessors are not required to apply the assessment criteria weightings to scores as this will be done by MBIE during the panel meeting.

Ensure that your comments are accurate, professional, honest, and correlate to the score and description associated with the scoring guide. Do not include names and be mindful that:

- if requested to do so, they may be made available under the Official Information Act.
- word limits for comments may apply; these display clearly top left of each **Comment** field in the IMS portal.

Exercise your knowledge, judgement and expertise to reach clear and soundly based assessments that are fair, objective and evidence-based.

Be wary of 'drift' in your scoring. It is common for scoring to change as assessors gain experience with the assessment process. If scoring has drifted, you may want to review your scores and comments.

5. Destroy (or return to MBIE) all proposals and supporting documentation when the assessment process is complete.

The Assessment Criteria

An assessment panel will assess eligible Connect and Placement Scheme proposals against the following criteria. Each criterion has a 25 percent weighting.

TE PŪNAHA HIHIKO: VISION MĀTAURANGA CAPABILITY FUND PROPOSAL ASSESSMENT CRITERIA		WEIGHTING
EXCELLENCE	DEVELOPMENT OF PEOPLE, RELATIONSHIPS, AND SKILLS Key question: To what extent are longer-term skills, capability, networks, relationships and research opportunities likely to emerge and be sustained from the proposed work programme?	25%
	ABILITY TO DELIVER Key question: What is the likelihood that the proposed outputs of the work programme will be achieved?	25%
IMPACT	VISION MĀTAURANGA OUTCOMES Key question: To what extent does the proposal 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%
	BENEFITS TO RESEARCH, SCIENCE AND TECHNOLOGY Key question: How will the increased capability, capacity, skills and networks benefit the research, science, and technology sector, and achieve the objectives and outcomes of the Vision Mātauranga policy?	25%

In addition to the criteria above, assessment and funding decisions will also take account of the overall mix of investments, the extent to which proposals achieve the aims and objectives of Te Pūnaha Hihiko: Vision Mātauranga Capability Fund, and value for money.

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Te Pūnaha Hihiko: Vision Mātauranga Capability Fund Investment Objectives

The investment objectives for Te Pūnaha Hihiko: Vision Mātauranga Capability Fund are:

- > For Māori organisations (research users that identify themselves as Māori), to:
 - build Māori research users’ understanding of what research can do for them, including contributing to economic, social and environmental goals
 - increase the uptake and application of research results by Māori research users
 - build research capability, capacity and skills in Māori organisations.

- > For individual researchers and Research organisations (*including Māori researchers and Research organisations*), to:
 - improve their understanding of mātauranga Māori research
 - build research capability relevant to Vision Mātauranga themes and outcomes.

- > For the science and innovation system, to:
 - identify effective ways to transfer knowledge between Māori and researchers
 - increase Māori organisation connections and collaborations with individual researchers and Research organisations
 - strengthen and increase networks of researchers, Research organisations and Māori organisations that will encourage and support each other
 - explore and develop new opportunities to undertake research that contribute to the Vision Mātauranga policy themes and outcomes.

Te Pūnaha Hihiko: Vision Mātauranga Capability Fund Investment Aims

TE PŪNAHA HIHIKO: VISION MĀTAURANGA CAPABILITY FUND	
<p style="text-align: center; margin: 0;">AIMS</p> <ul style="list-style-type: none"> • Strengthen capability, capacity, skills and networks between Māori and the science and innovation system • Increase understanding of how research can contribute to the aspirations of Māori organisations and deliver benefit for New Zealand 	<p style="text-align: center; margin: 0;">SCHEMES</p> <p style="text-align: center; margin: 0;">CONNECT SCHEME</p> <p style="margin: 0;">Seeks to build new connections between Māori organisations and the science and innovation system</p> <hr style="border: 0.5px solid white;"/> <p style="text-align: center; margin: 0;">PLACEMENT SCHEME</p> <p style="margin: 0;">Seeks to enhance the development of an individual(s) through placement in a Partner organisation</p>

Vision Mātauranga Policy

The purpose of the Vision Mātauranga policy is to provide strategic direction for government's investments in science and innovation, focusing on four themes:

1. **Indigenous innovation** – Contributing to economic growth through distinctive science and innovation
2. **Taiao** – Achieving environmental sustainability through iwi and hapū relationships with land and sea
3. **Hauora/Oranga** – Improving health and social wellbeing
4. **Mātauranga** – Exploring indigenous knowledge and science and innovation.

“To unlock the science and innovation potential of Māori knowledge, resources, and people to assist New Zealanders to create a better future”

The Vision Mātauranga mission statement

Key Reference Documents

When developing your funding application, we encourage you to consult these following key reference documents:

- > [Te Pūnaha Hihiko: Vision Mātauranga Capability Fund Call for Proposals 2019 Investment Round](#)
- > [Te Pūnaha Hihiko: Vision Mātauranga Capability Fund Investment Plan 2018](#): the Government's strategy for investment from Te Pūnaha Hihiko.
- > 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.

See [Te Pūnaha Hihiko: Vision Mātauranga Capability Fund webpages](#) on MBIE's website for a full list of reference documents.

Excellence Scoring Guide

For each criterion, select a score ranging from 1 (*low quality*) to 7 (*high quality*) from the scoring grid that best matches your assessment **AND** how well the proposal would deliver on the Government's investment aims and objectives for the Fund and Vision Mātauranga. While certain sections of proposals specifically align with the assessment criteria, evaluate the proposal **as a whole** before finalising your assessment.

EXCELLENCE ASSESSMENT CRITERIA		SCORE & KEYWORDS						
		1 <i>(Low quality)</i> None Insufficient Not relevant No information Missing	2 Vague Unclear Unlikely Dubious Little relevance	3 Limited Minimum acceptable level Uncertainty Lacks detail	4 Acceptable Sufficient Adequate Suitable	5 Significant Clear Multiple High level Robust	6 Certain Enduring Effective Comprehensive Strong Experience	7 <i>(High quality)</i> Excellent Exemplary Step-change Impressive
When assessing these criterion, assessors will consider how the proposal has address the following questions:	Weighting							
DEVELOPMENT OF PEOPLE, RELATIONSHIPS & SKILLS Key Question: To what extent are longer-term skills, capability, networks, relationships and research opportunities likely to emerge and be sustained from the proposed work programme? Consider: <ul style="list-style-type: none"> > Will the proposal lead to the formation of new relationships and networks between individuals and both Māori and Research organisations? > Will these new relationships lead to longer-term collaborative approaches and benefits beyond the term of the proposed work programme? > What is the anticipated longer-term capability and skill development of the individuals involved? Will future benefits be derived from applying those skills after the completion of the proposed work programme? > To what extent will the new relationships or networks will go beyond 'business as usual'? 	25%	Little or no relevant information has been provided in the proposal. E.g., the proposal does not outline any plans to develop skills.	The information provided in the proposal is unclear or not supported. E.g., plans to develop skills are vague or unlikely.	Some useful information is provided, however significant gaps and lack of detail remain. E.g., plans to develop skills have been outlined but there is some uncertainty about their effectiveness.	Solid information is provided, however there is room for further information and evidence to improve the proposal. E.g., plans to develop skills are adequate.	Clear, succinct information is provided, delivering a solid proposal with relevant evidence. E.g., the plans to develop skills are well outlined and robust.	Significant information is provided and is backed up by relevant and effective evidence. E.g., it is certain that skills will be developed and the plans are comprehensive.	The proposal is exemplary, excellent, comprehensive, and well explained and detailed in all respects. E.g., excellent skills will be developed and will provide a step-change.
ABILITY TO DELIVER Key Question: What is the likelihood that the proposed outputs of the work programme will be achieved? Consider: <ul style="list-style-type: none"> > How does the calibre, experience, and skills of all the key individual(s) and partnering organisations involved in the proposal relate to the subject area(s) proposed for the work programme? > Will the plan for carrying out the proposed work programme achieve the intended outcomes? > Is the approach and staging of the proposed work programme appropriate to achieve the intended outcomes? > Are the required resources available to undertake the work programme including management, mentoring and support arrangements? > Have measures for the mitigation of challenges in the proposed work programme been identified and addressed? 	25%	Little or no relevant information has been provided in the proposal. E.g., there is little or no information in the proposal about the work programme.	The information provided in the proposal is unclear or not supported. E.g., many details expected in the work programme are missing or unclear.	Some useful information is provided, however significant gaps and lack of detail remain. E.g., most aspects of the work programme are provided but the plan does not identify key risks and mitigation actions.	Solid information is provided, however there is room for further information and evidence to improve the proposal. E.g., sufficient information on the work programme is provided but further explanation and evidence could be provided in some areas.	Clear, succinct information is provided, delivering a solid proposal with relevant evidence. E.g., the work programme is well developed. Key risks and risk mitigation actions have been identified.	Significant information is provided and is backed up by relevant and effective evidence. E.g., the project plan has been very well developed, covers all aspects, and addresses risks.	The proposal is exemplary, excellent, comprehensive, and well explained and detailed in all respects. E.g., the proposal is exemplary, excellent, comprehensive, and well explained and detailed in all respects.

Impact Scoring Guide

For each criterion, select a score ranging from 1 (*low quality*) to 7 (*high quality*) from the scoring grid that best matches your assessment **AND** how well the proposal would deliver on the Government’s investment aims and objectives for the Fund and Vision Mātauranga. While certain sections of proposals specifically align with the assessment criteria, evaluate the proposal as a **whole** before finalising your assessment.

IMPACT ASSESSMENT CRITERIA		SCORE & KEYWORDS						
	Weighting	1 <i>(Low quality)</i> None Insufficient Not relevant No information Missing	2 Vague Unclear Unlikely Dubious Little relevance	3 Limited Minimum acceptable level Uncertainty Lacks detail	4 Acceptable Sufficient Adequate Suitable	5 Significant Clear Multiple High level Robust	6 Certain Enduring Effective Comprehensive Strong Experience	7 <i>(High quality)</i> Excellent Exemplary Step-change Impressive
<p>VISION MĀTAURANGA OUTCOMES</p> <p>Key Question: To what extent does the proposal 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?</p> <p>Consider:</p> <ul style="list-style-type: none"> > How does the proposal address the Vision Mātauranga theme(s) selected? > How does the proposal plan to unlock the science and innovation potential of Māori knowledge, resources, and people, and what steps will be taken to ensure that these benefits are achieved? > How the proposal might potentially result in ‘distinctive’ or ‘innovative’ deliverables? > What are the size and scope of the expected Vision Mātauranga benefits from the work programme, quantitatively and qualitatively? > How do the goals of the Māori organisation relate to its involvement in the proposal and the types of benefits anticipated by the Māori organisation? 	25%	<p>Little or no relevant information has been provided in the proposal.</p> <p>E.g., there is insufficient information to assess the feasibility to develop the science and innovation potential of Māori knowledge, resources and people.</p>	<p>The information provided in the proposal is unclear or not supported.</p> <p>E.g., the work programme is unlikely to develop the science and innovation potential of Māori knowledge, resources, and people.</p>	<p>Some useful information is provided, however significant gaps and lack of detail remain.</p> <p>E.g., there will be limited development of science and innovation potential of Māori knowledge, resources, and people.</p>	<p>Solid information is provided, however there is room for further information and evidence to improve the proposal.</p> <p>E.g., there will be adequate development of science and innovation potential of Māori knowledge, resources, and people.</p>	<p>Clear, succinct information is provided, delivering a solid proposal with relevant evidence.</p> <p>E.g., there will be significant development of science and innovation potential of Māori knowledge, resources, and people.</p>	<p>Significant information is provided and is backed up by relevant and effective evidence.</p> <p>E.g., the work programme is certain to develop the science and innovation potential of Māori knowledge, resources, and people.</p>	<p>The proposal is exemplary, excellent, comprehensive, and well explained and detailed in all respects.</p> <p>E.g., the development of science and innovation potential of Māori knowledge, resources, and people will be substantial and represent a step change.</p>
<p>BENEFITS TO RESEARCH, SCIENCE AND TECHNOLOGY</p> <p>Key Question: How will the increased capability, capacity, skills and networks benefit the research, science, and technology sector, and achieve the objectives and outcomes of the Vision Mātauranga policy?</p> <p>Consider:</p> <ul style="list-style-type: none"> > Is the proposal likely to increase skills, capacity and capability to undertake research, science, and technology, and related activities relevant to Vision Mātauranga outcomes in the future, and to what extent? > How will increases in skills, capacity and capability align with the organisational goals of the participating Māori and Research organisations/individual researcher? > Will the proposed work programme generate new areas of research, science, and technology, and related activities relevant to Vision Mātauranga policy themes and outcomes? 	25%	<p>Little or no relevant information has been provided in the proposal.</p> <p>E.g., there is little or no information in the proposal about the approach to increase capability and capacity to carry out research, science, and related activities.</p>	<p>The information provided in the proposal is unclear or not supported.</p> <p>E.g., it is unlikely to increase capability and capacity to carry out research, science, and technology, and related activities.</p>	<p>Some useful information is provided, however significant gaps and lack of detail remain.</p> <p>E.g., there will be limited increase in the capability and capacity to carry out research, science, and technology, and related activities.</p>	<p>Solid information is provided, however there is room for further information and evidence to improve the proposal.</p> <p>E.g., there will be an acceptable increase in capability and capacity to carry out research, science, and technology, and related activities.</p>	<p>Clear, succinct information is provided, delivering a solid proposal with relevant evidence.</p> <p>E.g., there will be a significant increase in capability and capacity to carry out research, science, and technology, and related activities.</p>	<p>Significant information is provided. The proposal may deliver enduring impacts and is backed up by relevant and effective evidence.</p> <p>E.g., there will be an enduring increase in capability and capacity to carry out research, science, and technology, and related activities.</p>	<p>Excellent information is provided, delivering an exemplary proposal. A high level of confidence / certainty exists that this proposal will successfully deliver on its outcomes.</p> <p>E.g., there will be a substantial increase in the capability and capacity to carry out research, science, and technology, and related activities.</p>

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Viewing Assigned Proposals and Recording Assessments

This section details how to access proposals assigned to you for assessment and how to record your assessment. Both of these actions are performed in MBIE's IMS portal.

Accessing the IMS Portal

To access the portal you require:

- > Chrome or Firefox.
- > Your MBIE IMS portal Username and Password.

■ To log in to the IMS portal:

For first time assessors:

1. You will receive an email containing your portal username and a temporary password. Click the **portal** link in this email. The IMS portal's access agreement displays. This agreement details the terms and conditions governing the use of the portal.

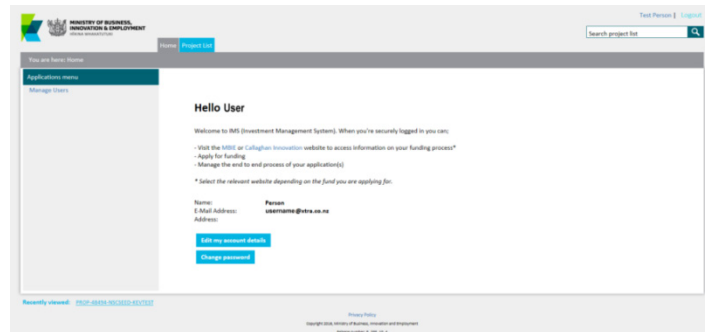
Your temporary password will expire in 72 hours and can only be used once.
The access agreement will only appear once, the first time you log in.

2. Read and accept this agreement. Once accepted, an **Edit password** screen displays.
3. Following the on screen prompts, enter your temporary password and then enter a new permanent one.
4. Click the **Save Changes** button. The portal's **Home** screen displays.

Five or more failed log in attempts will automatically lock you out of the system. If this occurs, contact imssupport@mbie.govt.nz 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)




The Home page of the MBIE IMS portal

For existing assessors:

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 log out of the IMS portal:

1. Do one of the following:
 - Click the **Logout** hyperlink (located top right of the **Home** screen).
 - Click the  (where **UN** is your initials) located top right of assessment **Scoring** page.

Accepting/Declining Assigned Proposals

Proposals will be assigned to you for preliminary assessment on or by **11 March 2019**. Additional proposals may be assigned to you after this period as a result of adjustments required due to any declared conflict of interests.

■ To accept (or decline) an assignment:

1. On the **Home** tab, click the **Investment Assessment** link > **Current** tab.
2. Read and accept the confidentiality agreement. This agreement details the terms and conditions governing the assessment process.

This agreement will only display to first time assessors when they first access their list of assignments. You can revisit this agreement at any stage by clicking the **Your Confidentiality Agreement** button located top right of the **Investment Assessment** link > **Current** tab.

Once accepted, the list of all proposals assigned to you displays.

The screenshot shows the 'Project List' page in the Investment Assessment portal. The page header includes the Ministry of Business, Innovation & Employment logo and a search bar. The main content area is titled 'Current Investment Assessments' and contains a table of assigned proposals. The table has columns for 'Name of Investment Process (Proposal)', 'Title of Assigned Proposal', 'Assessment Panel Member', 'Submitted', 'PROJ-XXXXXXXX-XXXX', and 'Archive'. There are three rows of data, each with a red 'Archive' button next to the 'Submitted' column.

3. Scroll down the list to see your assignments.

The proposals assigned to you are listed under the **View Project** column, grouped by investment process. If you have performed assessments in the past, your new assignments will be at the top of the list under the heading **2019 Vision Mātauranga Capability Fund (Proposal)**.
4. For the first proposal listed, click the link under **View Project**. A summary of the proposal opens in a new browser tab.
5. After reading the proposal's summary, if:
 - You deem a **direct conflict of interest** exists:
 1. Select the browser tab displaying the IMS portal.
 2. Click the **Decline** button adjacent to the proposal.
 3. In the resulting dialog, enter the reason and click the **Save** button. The declined proposal is automatically removed from your assigned list.
 4. Close the summary.
 - You deem an **indirect conflict of interest** exists, close the proposal's summary and email us at VMCF@mbie.govt.nz to discuss further.
 - There is **no conflict of interest**, close the summary and click the **Accept** button adjacent to the proposal.

The proposal is allocated an **In progress** status.
6. Repeat the above steps for all the proposals in your list.

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Viewing and Printing Assigned Proposals

■ To view and print a proposal:

1. Access the **Home** tab > **Investment Assessment** page > **Current** tab.
2. Click a proposal's **View Project** link. The full proposal (*in PDF form*) displays in a separate browser tab.
3. From here you can view, print and if required download the proposal to enable access without having to be logged into the portal.

The proposal's identification number is prominently displayed in the header of the proposal.

Proposals must be kept confidential. You **must**:

- ensure the safe keeping of all Proposals and related documents (*e.g., workbooks and notes, etc.*) during the assessment process.
- destroy all saved/printed proposals (*or return to MBIE*) after the assessment process is completed.

Recording Assessments

Your assessments are due on or before **12 noon, 1 April 2019**.

■ To record your assessments:

1. Access the **Home** tab > **Investment Assessment** page > **Current** tab.
2. Click a proposal's **View Assessment** link. A **Scoring** page opens in a separate browser tab.

The screenshot displays the 'View Assessment' page for a proposal. The page is titled 'Project: PROP XXXX-VMCF-XXXX' and is part of the 'ASMT-144759 (in progress)' assessment. The navigation bar includes 'Home', 'Assessments', and 'ASMT-144759 (in progress)'. The main content area is divided into four sections, each with a dropdown menu for scoring:

- Development of people, relationships and skills:** To what extent are longer-term skills, capability, networks, relationships and research opportunities likely to emerge and be sustained from the proposed work programme? (Dropdown: Development of people, relationships and skills *)
- Ability to deliver:** What is the likelihood that the proposed outputs of the work programme will be achieved? (Dropdown: Ability to deliver *)
- Vision Mātauranga outcomes:** To what extent does the proposal 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? (Dropdown: Vision Mātauranga outcomes *)
- Benefits to Research, Science and Technology:** How will the increased capability, capacity, skills and networks benefit the research, science, and technology sector, and achieve the objectives and outcomes of the Vision Mātauranga policy? (Dropdown: Benefits to Research, Science and Technology *)

A red arrow points to the 'Assessment panel scores and comment' section in the left-hand navigation panel.

You can view and print the proposal by clicking the printer icon next to the proposal's number at the top left of the **Navigation** panel.

You **must**:

- ensure the safe keeping of all proposals and related documents, e.g., workbooks, notes, etc.
- destroy all saved/printed proposals once the assessment process is complete.

3. Enter your assessment scores and commentary into the relevant fields. The areas you are required to respond to are detailed in the **Navigation** panel on the left hand side of the screen. You can either scroll down the page to view and enter all fields or click on a link in the panel for direct access.

Your entries are automatically saved at regular intervals. A **Save and Undo** panel displays (*bottom right of the screen*) every time an automatic save occurs at which time you are given the opportunity to **Undo** the changes if necessary.

Ensure that your comments are accurate, professional, honest, and correlate to the score and description associated with the scoring guide. Do not include names and be mindful that:

- if requested to do so, they may be made available under the Official Information Act.
- word limits for many comments apply; these clearly display top left of each Comment field.

Respond only to what you have been asked to assess.

4. When your assessment is complete (you have recorded your assessment rating and comment(s) into all of the fields), click the **Submit** button.
5. A summary dialog displays with your assessment. If your recorded answers are satisfactory to you, click the **Submit** button. If not, click the **Back** button to return to the **Scoring** page and modify your assessment.

The **Submit** button is not active until all fields are complete.
Once submitted, the proposal is automatically assigned the status **Submitted**.

6. Close the browser tab displaying the **Scoring** page and return to the tab displaying your list of assignments.

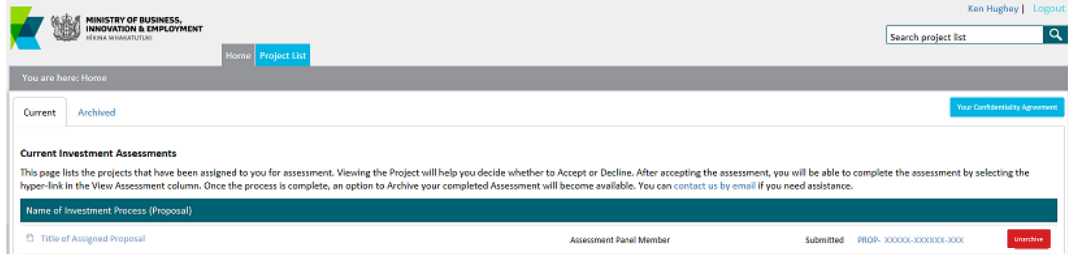
You may need to refresh the browser page to display the change in status.

7. For the proposal you have just scored, click the **Archive** button. The proposal is automatically removed from your list of assignments.

Name of Investment Process (Proposal)	Assessment Panel Member	Submitted	PROJ-XXXXX-XXXXX-XXX	Archive
Title of Assigned Proposal				

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View all archived assignments on the **Archived** tab. You can retrieve the proposal at any stage by clicking the **Unarchive** button.



Remember to destroy all saved/printed proposals after the assessment process is completed.

Checking the Status of your Assessments

You can check the completeness of your assessment of a proposal in the left hand Navigation panel.


THE COLOURED BAR	INDICATES YOU HAVE...
	recorded a response
	yet to respond

You can also click the mouse at the top of the **Scoring** page to view a Progress bar.

Updating Your IMS Portal Details

From the **Home** screen in the IMS portal, you can maintain your details 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:**
 1. Click the **Change password** button on the **Home** tab.
 2. Enter your new password and click **Save**.

You can also access these details by clicking the  button (*where UN is your initials*) located top right of assessment scoring pages.

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](#).



