



**MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT**
HĪKINA WHAKATUTUKI

A GUIDE TO MANAGING YOUR FUNDING APPLICATIONS, CONTRACTS AND REPORTS IN OUR INVESTMENT MANAGEMENT SYSTEM



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Welcome

Welcome to the Ministry of Business, Innovation and Employment's (MBIE) Investment Management System (IMS). IMS is a secure online portal through which you can:

- > Enter, upload and manage funding applications, reports, and invoices
- > Search for, analyse and report on funding applications and reports to which you have access.
- > Search for, view and manage contracts to which you have access.

These guidelines contain information and instruction to help you get started and make the most of IMS, and will be updated on a regular basis. They support the:

- > Guidance in specific fund documentation.
- > Instructional text in the portal designed to both prompt and guide you.

You will also find helpful information on the specific fund page on our [website](#) and on our [IMS webpage](#). This page contains general supplementary application information including our policy on collecting diversity information, the New Zealand Research Science and Technology Curriculum Vitae Template, and the IMS Portal Privacy Statement. The purpose of this privacy statement is to let users of the IMS Portal owned by our Science System and Investment Performance Branch know when we may collect personal information and what we may do with it. We don't use, share or disclose personal information collected or received through IMS except as set out in this statement.

Contact Us

For portal support, contact our Investment Operations Team Monday to Friday between 8.30am and 4.30pm:

- > Email imssupport@mbie.govt.nz
- > Call 0800 693 778

We Would Like To Hear From You

To help us in our quest for continuous improvement, use the **Send Feedback** function in IMS to tell us about your IMS experience, or ask us a question. Your feedback is important to us.

Getting Started

Logging In

To access the portal you require:

- > Either **Chrome**, **Firefox**, or **Safari** (*the recommended browsers*)
- > Your MBIE IMS portal Username and Password.

Accessing IMS in any other browser may result in technical issues.
Your user name is the **email address** that you **registered with**.

■ To log in to the IMS portal:

For first time users:

1. Complete and email a portal [registration form](#) to imssupport@mbie.govt.nz.
On acceptance, you will receive a Welcome email containing a portal username and temporary password. This temporary password will expire in 72 hours and can only be used once.
2. Click the **Portal URL** link in the Welcome email and then enter your portal username and temporary password. The IMS portal's **Edit password** page displays.
3. Re-enter your temporary password and then type your new password.
4. Re-enter 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** tab displays.

Five or more failed log in attempts will automatically lock you out of the system. If this occurs, contact the Investment Operations Team and ask for your account to be unlocked.

For existing users:

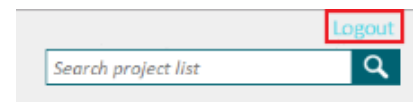
1. Click the MBIE IMS Portal link (ims.msi.govt.nz/).
2. Type your portal's Username and Password.

If you've forgotten this, use the **I've forgotten my password** option.

3. Click the **Login Securely** button. The portal's **Home** tab displays.

■ To log out of the portal:

1. Click the **Logout** hyperlink (*located top right of any tab*).



Changing Passwords

You can change your IMS password at any stage.

If you have forgotten your password to login, simply click the **I've forgotten my password** option on the IMS logon page and follow the prompts. You will then receive an email containing a temporary password. This password will expire in 72 hours and can only be used once. If you do not receive an email, check your Junk/Spam folder.

Your password must:

- > Be between 8 and 25 characters long
- > Contain at least 1 uppercase letter, 1 lowercase letter and 1 numerical character or 1 symbol e.g. # () \$!

Your password cannot:

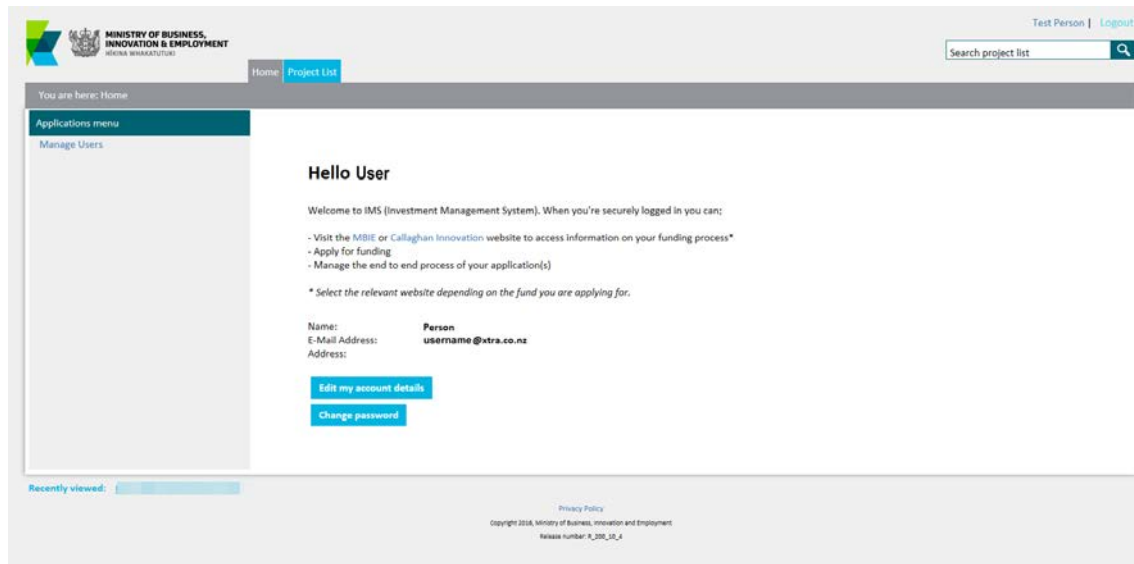
- > Be a date
- > Contain your username or have any spaces
- > Contain the following punctuation characters i.e. ' : ; | , / \

■ To change your IMS password:

1. In IMS, click the **Change Password** option on the **Home** tab.
2. Enter your existing password and your new password and then click the **Save changes** button.

Navigating the IMS Portal

IMS comprises a series of tabs, pages and pop-up dialogs. All information and functions available to you in IMS is dependent on your access permissions. The main tabs you use to access and view information on are the **Home** tab and the **Project List** tab.



The **Home** tab is the first tab you see when you access IMS. From here all IMS functions and information available to you can be accessed. If available, important IMS news and updates will also display here.

Depending on your access permissions, from the **Home** tab you can:

- > Read system notifications
- > Edit your IMS user profile
- > Change your password
- > Manage IMS access and the user profiles for your organisation
- > Access MBIE's Privacy Policy and the IMS Privacy Statement
- > View a list of your recently view applications and contracts

- > Access the **Project List** tab where you can then view and manage all of the funding applications, contracts, and reports to which you have been granted permissions.

You are here: [Home](#) [Project List](#) Advanced search

[Apply filter](#) [Reset filter](#) [Export](#) [New application](#)

Reference	Short Title	Status	Contract	Science leader	Relationship manager	Phase	Project leader	Contract manager	Report Link	Follow	Report status	Last update
REG-62567-ENDRP	Boosting Staff Productivity through Psychological Health (Unit Office Project)	Registered		Michelle Staff/Contractor		Registration		Michelle Staff/Contractor				
PRDP-62567-ENDA	Boosting Staff Productivity through Psychological Health (Unit Office Project)	Not progressing		Michelle Staff/Contractor		Proposal		Michelle Staff/Contractor				
REG-62487-ENDRP	New Technologies for Big Data Processing	Registered		Andrew Foster		Registration		Michelle Staff/Contractor				
PRDP-62487-ENDA	New Technologies for Big Data Processing	Submitted to IMS		Andrew Foster		Proposal		Michelle Staff/Contractor				
REG-62459-ENDRP	Understanding the Impact of major urban regeneration on community wellbeing	Registered		Scott Turner		Registration		Michelle Staff/Contractor				
PRDP-62459-ENDA	Understanding the Impact of major urban regeneration on community wellbeing	Submitted to IMS		Scott Turner		Proposal		Michelle Staff/Contractor				
REG-62450-ENDRP	Advanced cloud based digital service platform for New Zealand health care companies	Registered		Associate Professor Andrew Cook		Registration		Michelle Staff/Contractor				
PRDP-62450-ENDA	Advanced cloud based digital service platform for New Zealand health care companies	Submitted to IMS		Associate Professor Andrew Cook		Proposal		Michelle Staff/Contractor				
REG-62425-ENDRP	The economics, opportunities and transference of New Zealand to Australia New Zealand	Registered		Gail Hudson		Registration		Michelle Staff/Contractor				
PRDP-62425-ENDA	The economics, opportunities and transference of New Zealand to Australia New Zealand	Submitted to IMS		Gail Hudson		Proposal		Michelle Staff/Contractor				

Display: << < > >> Viewing 1 to 10 of 435 entries

You can filter and sort this list to view only those of interest, and determine the number of records that display.

Customising the Number of Records that Display

By default, up to 10 records display on the **Project List** tab. You can increase or decrease this limit as required.

- **To alter the number of records that display on the Project List tab:**

1. Select from the drop down list the desired record limit in the **Display** field (*located bottom left of the tab*).



Display: 10 [v] << < > >> Viewing 1 to 10 of 31 entries

Click << and >> to go directly to the first and last pages respectively.

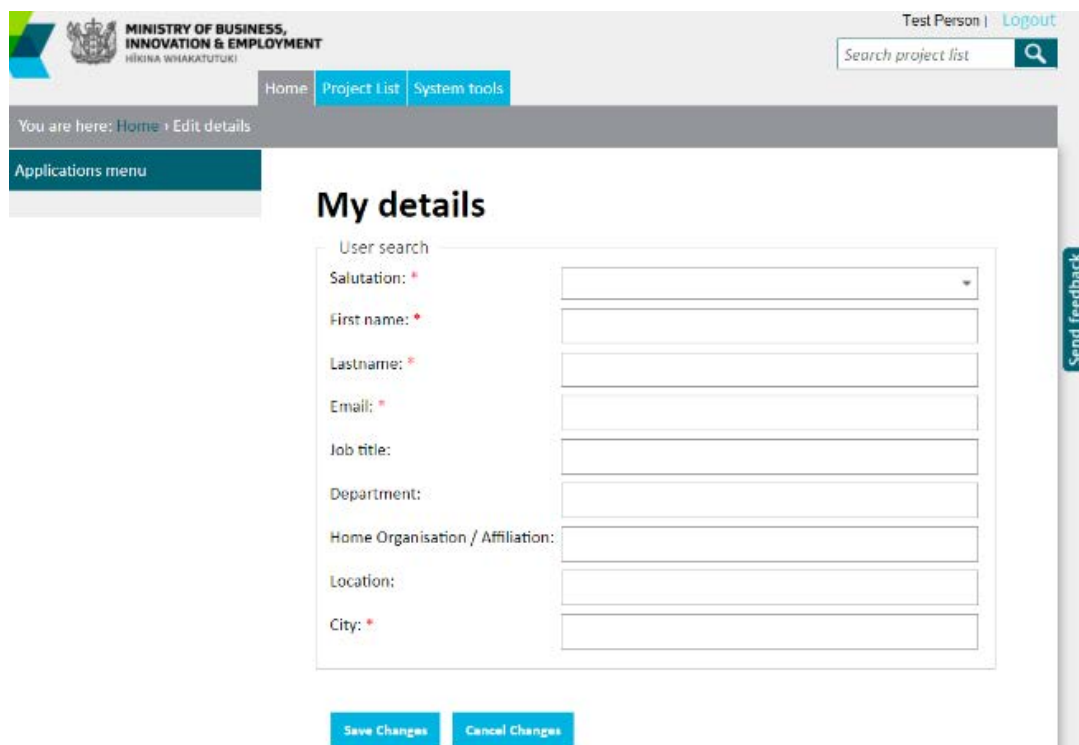
Updating Your User Profile

Your IMS user profile can be updated as and when required.

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

1. Click the **Edit My Profile** link on the **Home** tab.
2. Update your details as required and click the **Save Changes** button.

Mandatory fields are marked with a red asterisk (*).



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Test Person | Logout

Search project list

Home Project List System tools

You are here: Home » Edit details

Applications menu

My details

User search

Salutation: * [v]

First name: * [text box]

Lastname: * [text box]

Email: * [text box]

Job title: [text box]

Department: [text box]

Home Organisation / Affiliation: [text box]

Location: [text box]

City: * [text box]

Save Changes Cancel Changes

Send feedback

Managing IMS Access

IMS Access Permissions

What you can do and see in the IMS portal depends on your access permissions. Permissions are granted through one of two user roles, a **User** and a **Super User**.

THE ROLE	GRANTS THE ABILITY TO
User	<ul style="list-style-type: none"> > View and/or edit funding records (funding applications, contracts, reports, and invoices) to which they are assigned > Submit completed applications, reports, and invoices to your Super User for quality assurance (QA).
Super User	<ul style="list-style-type: none"> > Perform all the functions of a regular user > Access all funding records for their organisation > 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, contracts, reports, and invoices to MBIE.

Granting IMS Access

Only users assigned the IMS Super User role can perform the following process.

For personnel in their organisation, IMS Super Users can add, delete and modify user access to the portal as required.

- > New users are automatically granted the **User** role.
- > To grant the user the **Super User** role, email imssupport@mbie.govt.nz.

■ To grant access to the IMS portal and one or more funding records:

1. On the **Home** tab, click the **Manage Users** menu option. A list of personnel in your organisation granted IMS displays.
2. Check to see if the user already exists and if not found, click the **Add new** button. An **Add new User** page displays.

If the list is long, use **<Ctrl+F>** to quickly locate the user.

3. Enter the details for the user and click the **Create** button.

- > All fields marked with a red * are compulsory.
- > An automatic email is sent to the user with a temporary password. The temporary password will be valid for 72 hours and must be changed when they log in for the first time.
- > If you get an error message that the email address already exists in IMS, contact **Investment Operations** (email imssupport@mbie.govt.nz).

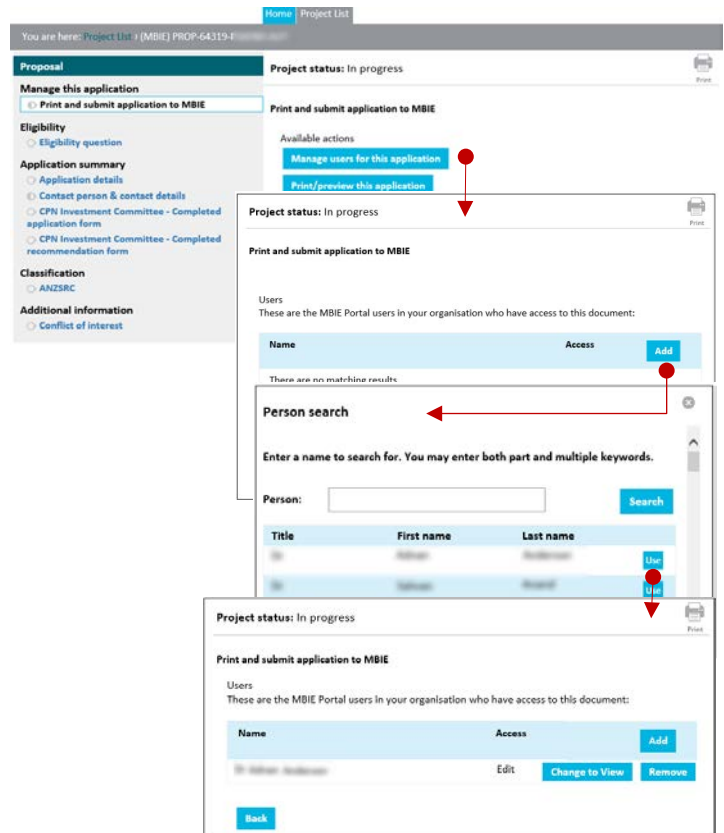
The screenshot shows the 'Add new user' form in the IMS portal. The breadcrumb trail at the top reads 'You are here: Home > Manage users > Add edit user'. The 'Manage users' menu is open, showing 'Manage Users' and 'Help'. The form fields are as follows:

- Salutation: * (Dropdown menu: Ms)
- First name: *
- Lastname: *
- Email Address: *
- Job Title:
- Postal Address 1:
- Postal Address 2:
- Suburb:
- City:
- Postcode:

Buttons: Create, Cancel

4. Grant the user access to the necessary funding records (funding applications, contracts, and/or reports).
5. For each record:
 1. On **Project List** tab, open the record and click the **Manage users for this application** button.
A list of all users granted access to the record displays.
 2. Click the **Add** button.
 3. Search for the user you want to grant access.
 4. Once located, click their name and then click the adjacent **Use** button to grant the user **Edit** access to the record.
The user is now listed in the granted access list.
 5. If required, you can change their access to **View only** by clicking the adjacent **Change to View** button.
 6. Repeat steps 1-5 above for each record the user requires access to.

Once added the user will have access to the information relating to all phases of that funding record.



Managing IMS User Profiles

Only users assigned the IMS Super User role can perform the following process.

IMS Super Users can modify the IMS user profiles of all users in their organisation as and when required, including resetting their passwords.

- **To modify an IMS user profile/reset a user's IMS password:**
 1. On the **Home** tab, click the **Manage Users** menu option. A list of personnel in your organisation granted IMS displays.
 2. Scroll through the list, locate and then click the user's name.
 3. Modify the user's details. All fields marked with a red * are compulsory
 4. To reset the user's password, click the **Generate new password** button.

An email containing a temporary password is automatically sent to the user. This password will expire in 72 hours and can only be used once.

5. When complete, click the **Save** button.

Deleting User Access

Only users assigned the IMS Super User role can perform the following process.

IMS Super Users can delete a user's access to IMS and remove their access to one or more funding records when required.

■ **To delete a user's IMS access:**

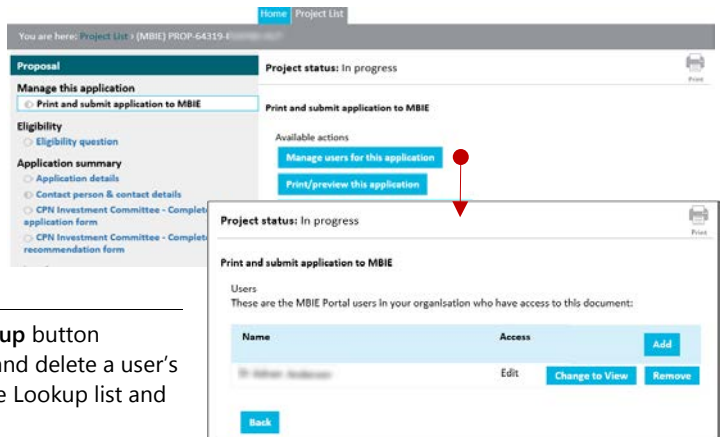
This action disables the user's ability to log in to IMS; it does not remove any records the user has created or modifications they have made.

1. On the **Home** tab, click the **Manage Users** menu option. A list of personnel in your organisation granted access IMS displays.
2. Scroll through the list, locate and then click the user's name.
3. Click the **Delete** button and confirm the action by clicking **OK** on the resulting dialog.

■ **To delete a user's access to a funding record:**

1. On the **Project List** tab, open the record and click the **Manage users for this application** button. A list of all users granted access to the record displays.
2. Locate the user whose access you want to remove.
3. Click the adjacent **Remove** button and then click **OK** on the resulting dialog to confirm the action

When viewing a record, you can also use the **Lookup** button adjacent to most personnel fields in IMS to open and delete a user's access to that record. Simply locate the user in the Lookup list and then click the adjacent **Delete** button.



Locating the Information You Want

In the IMS portal there are various methods you can use to locate the information you want. You can:

- > Use the list of your recently viewed applications and contracts
- > Sort your information by applying multiple ascending or descending alphanumeric sorts
- > Locate specific records by applying various filters that define the characteristics or content of the information you want to locate
- > Run searches.

Viewing Recent Applications and Contracts


At the bottom-left of the **Home** and **Project List** tab, a list of your recently viewed records display. You can use this list to quickly open those records by clicking on them.

Sorting the Content of Columns

You can sort any column on the **Project List** tab with an underlined title. Only one column can be sorted at a time. Sorts are automatically removed when you close the current session of IMS.


- **To sort a column's content:**
 1. Click the column's title.
 2. Click the title again to reverse the sort order.

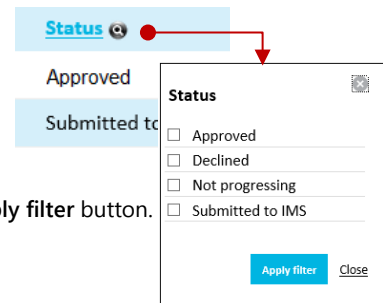
Applying Filters

Filtering enables you to reduce the information displayed to show only the information that matches a specific text criterion. You can apply a filter to any column on the **Project List** tab and the **Search Results** tab that displays a **Magnifying Glass**  icon. Once applied, all records that do not match your filter(s) are removed from display.

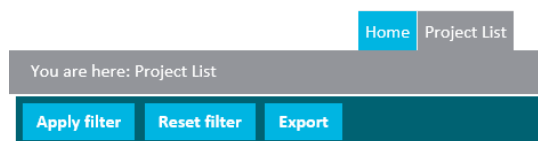
Filters:

- > Can be applied to multiple columns
- > Are automatically removed when you close the current session of IMS.

- **To filter the project list:**
 1. Click the  icon next to a column heading.
A list of the all possible entries (visible to your access permissions) for that column display.
 2. Click the entry or entries you want to filter for and then click the **Apply filter** button.
Records not matching the filter(s) are removed from view.



- **To remove all filters currently applied, click the Reset filter button.**



Searching

On the **Project List** tab you can run a basic search to find records that match a key word(s), a phrase and/or a range of numerals and advanced searches that allow you to define multiple search criteria.

Once entered, IMS seeks and then displays only those records that match your criteria.

Basic Searching

■ **To run a basic search:**

1. Type your search criteria into the **Search project list** field (*located top right of the page*).
2. Click the **Magnifying Glass** icon or press the <Enter> key. A list of all the records that meet your criteria display on the **Project List** tab.

Reference	Contract	Short Title	Science leader	Contract manager	Relationship manager	Project Leader	Status	Follow	Report status	Report Link
CONT	UC						Active		In progress	Client report
CONT	UC						Superseded			
CONT							Active			
CONT	UO						Matured		Paid	Client report

Click the **Export** button to save the search results into an EXCEL spreadsheet.

■ **To clear basic search results:**

1. Remove the criteria from the **Search project list** field.
2. Click the icon or press the <Enter> key.

Advanced Searching

Advanced searching allows you to specify multiple search criteria to narrow the search parameters. It also allows you to:

- > Customise the summary information that will display for search results, and
- > Save your Advanced search criteria for later use.

■ **To run an advanced search:**

1. On the **Project List** tab, click the **Advanced Search** link (*top right under the Search project list field*). An **Advanced search** dialog displays.

Click the **Load default** button to load previously saved default search criteria.

2. Enter your search criteria as appropriate.

Use the **Lookup** buttons as relevant to select one or more entries from prepopulated lists.

Advanced search

Investment Process **Lookup**

Phase **Lookup**

Status **Lookup**

Reference Number

Contract Number

Short Title


Science leader

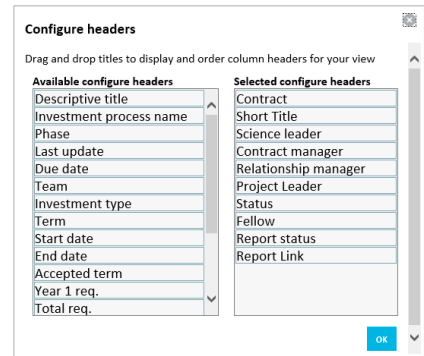
Contract manager

Condition overdue in (days)

Configure headers

Search
Reset
Load default
Save as default

3. If applicable, click the **Configure headers**  icon to customise the summary information that will display for the search results. The **Configure headers** dialog displays.
 1. **To add columns**, select and drag the column(s) titles from the **Available Configure headers** list to the **Selected configure headers** list.
To order the list, select a column title and drag it up or down the list to the desired position.
 2. **To remove columns**, select and drag the column(s) titles from the **Selected configure headers** list to the **Available Configure headers** list.
 3. When complete, click **OK** to close the **Configure headers** dialog and return to the **Advanced search** dialog.
4. When complete, click the **Search** button to run the search.



Click the **Export** button to save the search results into an EXCEL spreadsheet.

■ **To clear Advanced search results and reset your customised columns:**

1. Click the **Advanced search** link.
2. Click the **Reset** button and close the **Advanced search** dialog by clicking the  icon.

Saving Search Criteria

You can save a common advanced search criteria for later use. Note that only one set of criteria can be saved at any one point in time. If you save new criteria it will replace default settings.

■ **To save advanced search criteria:**

1. Complete a search.
2. Click the **Advanced search** link again. The **Advanced search** dialog opens with criteria for the just completed search.
3. Click the **Save as default** button to save the criteria as the default.

Managing Funding Applications

Submitting Funding Applications

The submission of science and innovation funding applications to us is performed in IMS.

Depending on the fund to which you are applying, the submission process may comprise up to three phases: Registration, Concept, and/or Full Proposal. Full details on the specific application process for the fund to which you are applying, including an application template are detailed in the fund's Call for Proposal.

We recommend you use the application template(s) provided in the fund's Call for Proposals to draft the required information using a word processor of your choice and then when ready to submit, copy and paste the necessary segments into the appropriate IMS portal fields and upload your supporting documentation as directed. If multiple phases, where noted you will be asked to validate and if necessary expand and/or amend information entered in previous phases. Both the template and IMS indicate mandatory information with an asterisk (*) and word limits if applicable.

An application is considered submitted if it has a status of **Submitted to IMS** in the IMS portal. If your application is being submitted by a university or a Crown Research Institute, see your Research Office for additional submission advice.

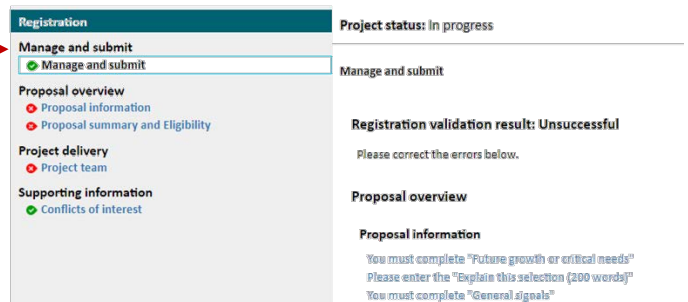
■ **To submit a funding application:**

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



3. Select the appropriate fund from the **Investment Process** drop down menu.
4. Select the appropriate phase; **Registration**, **Concept**, or **Proposal**. See your specific Fund's Call for Proposals for detailed instruction.
5. 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.

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 (*located at the bottom of each section's page*).



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.

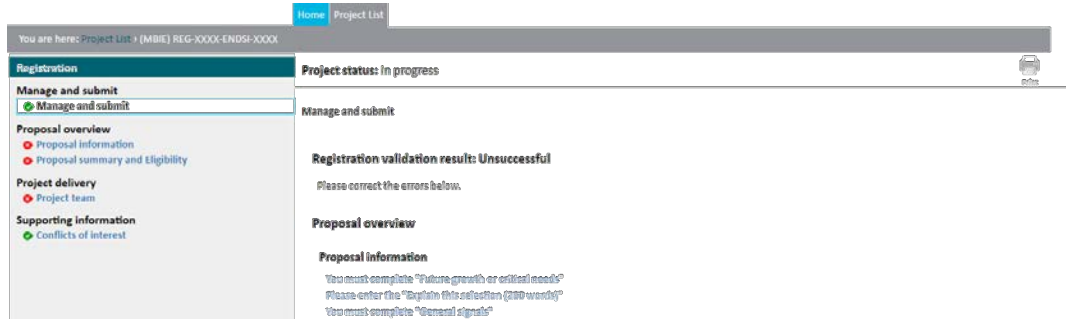
You can copy and paste your prepared information directly into the IMS portal fields. Once pasted, in most fields you can apply additional /adjust existing formatting, tables and hyperlinks as necessary. Where directed, upload documents containing your references/citations. See page 17 for more.


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


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 will be lost*), or
- > Return to the section and continue to add information or click the **Save & next section** button.

6. When complete, click the **Save & next section** button to move to the next section. We recommend that you regularly click the **Save** button to save work as you are going.
7. When all sections are complete, scroll to the top of navigation panel and click the **Manage and submit** or **Print and submit** link.
8. Click the **Check my application before submission** button to run a validation check. This will verify the completeness of your application and will detect any missing content.



If the validation is successful, every section in the navigation panel is marked with the symbol . If errors and/or incomplete fields are detected, these will display as:

- > Light blue error message hyperlinks in the **Proposal validation result** section.
- > A  beside the relevant sections.

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

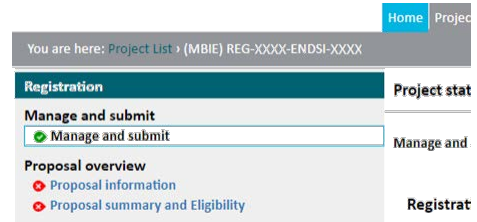
Monitoring Application Status

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 the application
2. The completeness of the application
3. The number of days until the submission is due.

Checking the Completeness of an Application

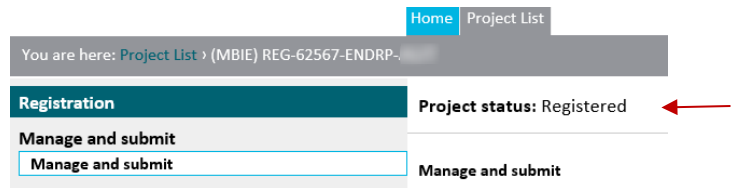
When working on an application, symbols prefixing each section in the left hand navigation panel allow you to easily check the completeness of your submission.



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

Checking an Application's Status

The status of the application you are viewing displays in the status bar the top of key application pages.



THE STATUS...	INDICATES THE 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 an Application is Due

The status bar also displays when the current application must be submitted.



Modifying a Funding Application


Providing that it is submitted by the due date, you can complete your funding application in stages as information is supplied and verified. Ensure that you save regularly and when each section is complete, click the **Save & next section** button to move to the next section. The completeness of each section is displayed in the left-hand navigation menu (see page 14).

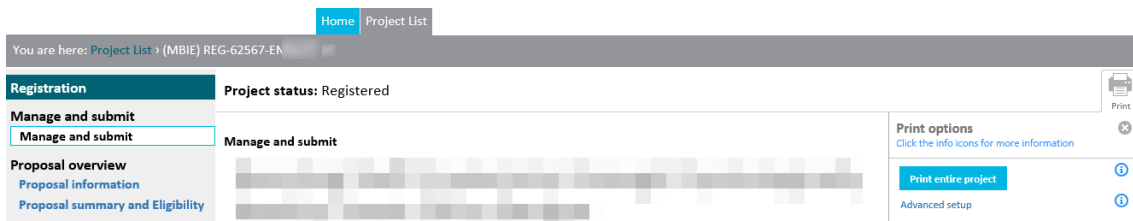
Printing Funding Applications

The IMS print function allows you to print:

- > The entire funding application including any CVs and uploaded documents, or
- > Only the information that meets your specific criteria.


■ To print the entire funding application:

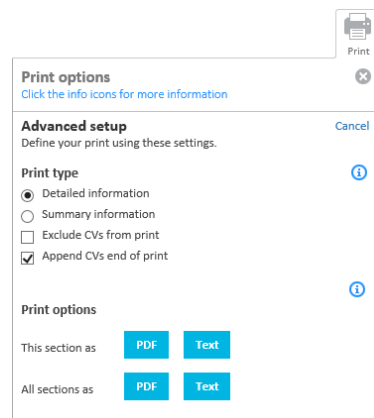
1. Open the funding application.
2. Click the  icon (located in the top right corner). The print options display.



3. Click the **Print entire project** button. The entire funding application including all CVs and uploaded documents is converted into a .PDF and presents in a new browser tab.

■ To print selected information:

1. Open the funding application.
2. Click the  icon (located in the top right corner) and select the **Advanced set up** link in the print options.
3. Set the print options as required. For the application you are currently viewing, you can choose to print:
 - > Detailed information (the summary tables and a detailed breakdown) with or without CVs
 - > Only the summary information (the summary tables)- (CVs are not included)
4. Click one of the following:
 - > **PDF** to capture the information including all uploaded documents in a .PDF and display it in a new Browser tab
 - > **Text** to capture your information in text form and display it in a new Browser tab. Note that this output does not include uploaded documents.
5. Use your Browser options to then print and/or save the printed output and then close the tabs accordingly.



Withdrawing Applications

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

Withdrawn applications remain in the organisation's project list with a status of **Not Progressing**. They can be viewed and printed but cannot be edited or resubmitted.

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


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

1. Open the funding application.
2. Click the **more actions** link.
3. Click the **Make not progressing** button.

Managing Information

Copying and Pasting Information from External Software

You can copy and paste information into an IMS field from other software using the standard copy and paste functions; either <CTRL+C> and <CTRL+V> or the **right-mouse** button **cut** and **paste** options.

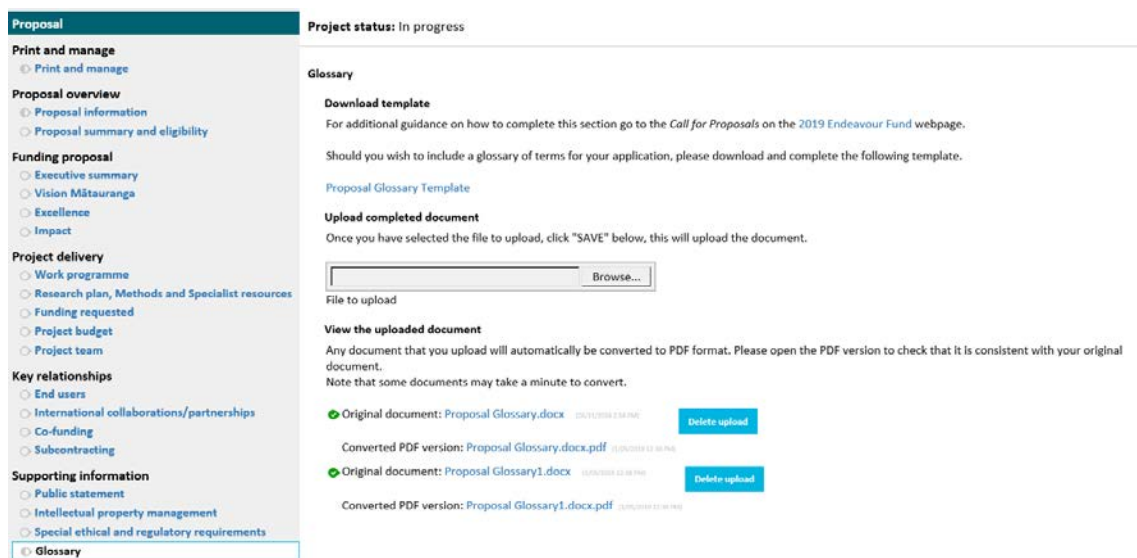
If the formatting of pasted information is amiss, click the  icon to remove all of the formatting and then reapply as necessary using the IMS field's formatting toolbar (see *Formatting Text*).

Uploading Information

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.

On upload, the document is automatically converted to PDF format. Once complete, we recommend that you open the PDF version to check that it is consistent with your original document. Note that large documents may take some time to convert.

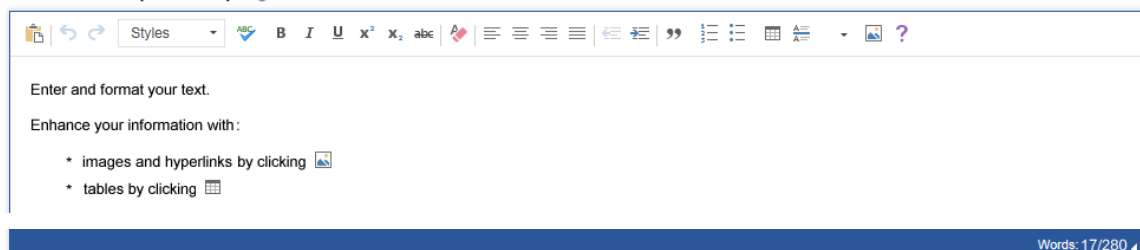
Uploaded documents are listed with both their original file name and the converted PDF file name.



You can remove an upload by clicking the corresponding **Delete upload** button.

Formatting Text

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 a word count tracker at the bottom right hand corner of most text panels.


Some tips for formatting text

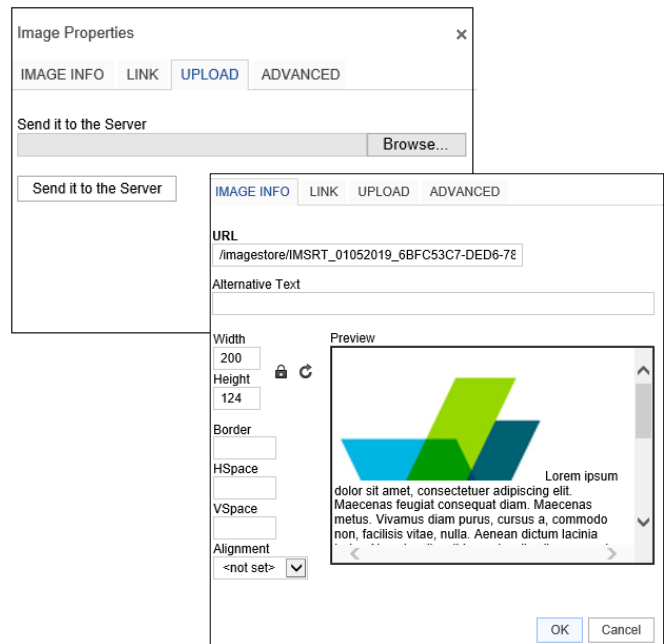
- > Use Plain Text when copying and pasting into the IMS portal fields.
- > Use subheadings to highlight your key messages.
- > Avoid large blocks of text. White space enhances the visual impact and makes reading easier.
- > Use images sparingly. Make them count by extending not just illustrating your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

Adding Images

The image(s) you want to add must be a valid image file, e.g. jpg, bmp, png, etc.

■ To add an image to a text field:

1. Click the  icon IMS field's formatting toolbar. The **Image Properties** dialog displays.
2. Click the **Upload** tab and then the **Browse** button.
3. Locate and select the image you want to add and click the **Open** button.
4. Click the **Send it to the Server** button.
5. On the **Image Info** tab if the width is greater than 625 change it to 625.
6. Click the **OK** button.



Adding Tables

■ To add a table to a text field:

1. Create and format the table in your word processing software.

The table cannot exceed **625 pixels wide**.

2. Copy and paste the table into the appropriate field in IMS.

If the IMS field has a word limit, the table's text **will be included** in the word count.

Adding Hyperlinks

■ To add hyperlinks to a text field:

1. Copy and paste the link into the text field.

Exporting Information

You can export the summary details of the funding records displayed on the **Project List** tab into an EXCEL spreadsheet.

■ To export summary information for funding records:

1. On the **Project List** tab, click the **Export** button
Depending on your Browser settings you will then be asked to open or save the export.

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The Ministry of Business, Innovations and Employment; we help to Grow New Zealand for All to improve the well-being of New Zealanders.

'Grow' relates to economic performance. To achieve the standard of living and quality of life for today and for future generations we need a well-performing economy through productive and sustainable use of resources across New Zealand.

'For all' means all people have an opportunity to participate in and benefit from the economy.

For us, success looks like:

- > prosperous and adaptable people, sectors and regions
- > people are skilled and engaged in safe and fulfilling work
- > informed consumers and businesses interacting with confidence
- > value is sustainably derived from the natural environment
- > a dynamic business environment fostering innovation and international connections.

These aspirations are echoed in our Māori identity – Hīkina Whakatutuki – which broadly means 'lifting to make successful'.

For more see <https://www.mbie.govt.nz/>.
