

Unlocking Curious Minds Contestable Fund

Call for Proposals

2019 Investment Round



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Unlocking Curious Minds Contestable Fund

MBIE invites proposals to the Unlocking Curious Minds Contestable Fund (the Fund). This Call for Proposals provides you with information about how to apply, how your proposal will be assessed, and what happens if your application is successful.

The Fund aims to encourage innovative, quality projects that enhance or broaden the connection and engagement of 'harder-to-reach' New Zealanders with science and technology.

New Zealanders are generally curious about what's around us, understanding the world we live in and how it works. As a nation with a remarkable history of pioneers and innovators in many areas, we often push boundaries and ask difficult questions to find a way to get things done.

Science and technology have shaped our nation in many ways. Engagement with science and technology is about understanding, becoming informed, and questioning what we need science to address and what we do with the new knowledge that science produces.

Efforts to engage the public in science and technology are often most successful with people who already have some level of engagement. Therefore, the challenge is to reach and inspire a broader base of New Zealanders through initiatives that bring science and technology to groups that have less opportunity to learn about and to engage with science and technology.

The Objective and Outcomes of the Fund

Objective

The Fund supports projects that use innovative and/or best-practice approaches to help young New Zealanders aged 18 years and under, particularly those that have fewer opportunities to learn about and to engage with science and technology, by:

- > funding education and community outreach initiatives that focus on science and technology
- > broadening their ability to engage with science and technology
- > promoting the relevance of science and technology in their lives
- > supporting them to engage in societal debate about science and technology issues facing the country.

Outcomes

The outcomes of the Fund are to have:

- > science and technology-competent learners, and a greater number of people choosing science, technology, engineering and mathematics career pathways
- > a scientifically and technologically engaged public and a publically engaged science sector
- > a more skilled workforce and more responsive science and technology to meet the needs of New Zealand.

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Who is the Target Group?

The Fund is aimed at New Zealanders who are generally less connected with science and technology than others and, therefore, for whom there are opportunities for increased engagement, so that science and technology becomes more important or relevant for them and they are able to engage in societal debate about science and technology issues.

Proposals are encouraged for projects that will increase the engagement of young people (aged 18 years and under) with science and technology. All proposals also have to contribute to the objectives and outcomes of A Nation of Curious Minds – He Whenua Hihiri I Te Mahara - A National Strategic Plan for Science in Society.

If you want to apply for funding, it is up to you to identify a target group(s) in your Proposal and explain why and how you believe that the group(s) will benefit from your project.

Audience Size

Proposals that anticipate engaging large numbers of participants (e.g. more than 1,000) should clearly explain how the proposed approach will deliver meaningful impacts.

What Types of Grants are Available?

There are two types of grants available through this Fund:

- > local grants
- > regional/national grants.

Local Grants

Local grants, up to \$30,000 (GST exclusive), are for local/community projects. You do not have to apply for the full amount available.

Regional/National Grants

Regional/national grants, up to \$150,000 (GST exclusive), are for projects that have broader reach within and across regions or New Zealand as a whole. You do not have to apply for the full amount available.

Regional/national projects must either involve collaboration with other organisations or leverage existing engagement programmes or resources (government or non-government). This could include, e.g. partnerships with organisations that have a strong connection with the target group, expertise in science content and/or communication, event management etc.

Applicants for regional/national grants must provide a minimum of **20% of the total project costs** as cash co-funding and/or in-kind support, with MBIE funding the balance. Please refer to eligibility criteria for more information.

How Much Funding is Available?

Up to \$2 million is available in the 2019 investment round. The following table outlines the funding available for each grant.

GRANT TYPES	MAXIMUM FUNDING PER PROPOSAL	PROJECT TERM
Local	Up to \$30,000	Until 31 December 2019
Regional/National	Up to \$150,000	Until 31 December 2019

Figures exclude GST

What Activities can be Funded?

The funding can be used to support the costs of delivering innovative new science and technology engagement projects aimed at groups who do not have:

- > a background of engagement with science and technology, and/or
- > an understanding of how science and technology can affect them and change the way they live their lives.

Projects should lift levels of understanding and involvement with science and technology in 'harder-to-reach' target groups. Such activities could include workshops, community-based research, or hands-on learning opportunities. Ideally, activities should offer multiple engagement opportunities, rather than one-off events.

Activities must take place within New Zealand (including Stewart Island and the Chatham Islands) and be for the benefit of New Zealand audiences.

It is expected that projects will start from early February 2019 and be complete by 31 December 2019. Projects that involve activities that are in the summer months may seek a later completion date. The rationale for a later date must be set out in the Proposal.

Allowable Expenses

Funding can be used to support the following:

- > costs of personnel
- > personnel-related costs
- > material and consumables directly related to promoting or delivering a project
- > travel directly related to delivering the project
- > other operating costs.

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What Activities can't be Funded?

Funding cannot cover the following items:

- > activities that are part of an organisation's usual programme of outreach and public engagement unless a case can be made for funding to significantly change an existing activity, for example to reach a new target group(s) that was not part of the existing activity. The Fund cannot be used to expand or sustain existing activities. MBIE will not support ongoing activities without strong evidence that the project incorporates elements of new innovative activity or reaching a new audience.
- > preparation, publication, and distribution of pamphlets, magazines, books, websites, CDs and DVDs, other than those prepared to promote an event or project
- > projects that compete with or duplicate initiatives already part of the [A Nation of Curious Minds – He Whenua Hihiri I Te Mahara The National Strategic Plan for Science in Society \(refer Annex 4 in the Plan\)](#).
- > activities with the same or similar purpose that have already been funded or eligible for funding from other government sources, e.g.:
 - activities that are eligible for funding from the Ministry of Education such as those aimed at children while at school or on school trips
 - other education extension or curriculum enhancements
 - science curriculum materials and products
 - activities aimed at enhancing teachers' professional learning and development.
- > capital expenditure for any equipment that has an asset life beyond the term of the project, e.g. computers, drones and robots. Projects should ensure that the costs associated with these items are budgeted for as part of the co-funding for their project, or obtained from other sources.

Eligibility Criteria

Local Grants

Applicants can be an:

- > individual who is a New Zealand citizen or permanent resident
- > organisation that is a legal entity with an IRD number.

Organisations can include incorporated societies, registered charities, community groups, Māori collectives/organisations, businesses, research providers, zoos, museums, science centres and other similar organisations.

Regional/National Grants

Applicants must be an organisation that is a legal entity with an IRD number. Proposals must also provide a minimum of 20% of the total project costs as cash co-funding and/or in-kind support.

The following entities cannot apply for a regional/national grant:

- > Individuals.
- > Government departments (as defined in Schedule 1 of the State Sector Act 1988), Centres of Research Excellence (funded through the Tertiary Education Commission), and National Science Challenge research collaborations are not eligible to apply for nor receive funding but can be involved in delivering or supporting a project.

CO-FUNDING

Applicants must provide a minimum of 20% of the total project costs as cash co-funding and/or in-kind support, with MBIE funding the balance.

EXAMPLE		
Total project cost	\$175,000	(100%)
Co-funding (provided by applicant)	\$35,000	(20%)
Amount applied for (provided by MBIE)	\$140,000	(80%)

Figures exclude GST

There are two types of co-funding:

- > **Cash co-funding** is cash received from your organisation or another organisation that contributes directly to an impact statement within your proposal. It must be essential to the achievement of the impact statement and be genuine cash funding for the proposed research. It is not funding from which an income is derived or that can be returned to the funder. Direct cash does not include funding you may have used before the start date of your project, or received after the end date of your project.
- > **In-kind co-funding** is a non-cash contribution that will assist you to achieve the proposal's impact statement(s) and can include the use of equipment, staff time, or access to data.

The cash value of in-kind co-funding should be estimated using either the usual cost of the good or service as advised by the provider or, if the item is not generally traded, your estimate of the out-of-pocket costs sustained by the provider in making the good or service available to you.

Key Dates

2 August 2018 until 12 noon, 21 August 2018	Registration period You must register your project before you can submit a proposal
2 August 2018 until 12 noon, 18 September 2018	Submission period for proposals
November 2018	Funding decisions announced
1 February 2019	Contracts begin
31 December 2019	Projects completed

Further Information

Curious Minds website	http://www.curiousminds.nz/funding/unlocking-curious-minds/
Email	Proposal queries: curiousminds@mbie.govt.nz Portal queries: imssupport@mbie.govt.nz
Phone	0800 693 778 (Monday to Friday, 8:30am to 4:30pm)

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Preparing your Funding Application

Unlocking Curious Minds involves a two-stage application process:

1. Registration
2. Proposal.

This section contains the registration and proposal templates that you can use to prepare your funding application. Each 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 (*).

Registration is performed in MBIE's Investment Management System (IMS) – a secure online portal. Proposals are entered and submitted in the IMS portal. You may begin to enter your proposal into the IMS portal as soon as you have registered your project, i.e., you do not need to wait for the registration period to close.

We recommend you use the templates provided to draft the required information in a word processor of your choice and then when ready to submit your proposal, copy and paste the necessary segments into the appropriate IMS portal fields and upload your supporting documentation where directed. We recommend that you familiarise yourself with the portal well before the deadline. See page 18 for more detailed IMS portal information.

Note that by applying you accept the terms and conditions in the funding agreement.

Tips for Writing a Good Proposal

- > Use plain text when copying and pasting text into the IMS portal fields and then format your entry in the portal field.
- > Structure your narrative in a logical way – so there is natural and obvious flow between your ideas.
- > Consider using subheadings to highlight and guide the reader to key messages you want to convey.
- > Avoid large blocks of text. White space enhances the visual impact of your proposal and makes reading easier.
- > Cross reference, rather than duplicate information where possible, e.g. "Key end users, including but not limited to those listed in Section X will be invited...".

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 Commons licences](#).

Conflicts of Interest

MBIE will issue an MBIE Alert when the names of Assessors are published on the [Curious Minds website](#).

Click [here](#) to set up MBIE Alerts.

If you identify that an Assessor has an actual, potential or perceived direct or indirect conflict of interest, you must notify MBIE by emailing curiousminds@mbie.govt.nz with the details for further discussion.

Conflicts of interest may occur on two different levels:

- > A **direct** conflict of interest; where an Assessor is:
 - directly involved with a 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.

Key Reference Documents

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

- > [Funding Agreement Template](#) - The template for the contract drawn up between successful applicants and MBIE. By applying to the fund, you agree to the Terms and Conditions set out in the Funding Agreement.
- > [A Nation of Curious Minds He Whenua Hihiri i te Mahara](#) - New Zealand's national strategic plan for science and society.
- > [National Statement of Science Investment](#) - How New Zealand is aiming for a highly dynamic science system that enriches all our lives.

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Registration Template

This template contains the information required when registering for Unlocking Curious Minds funding. Use it to help gather the information you need to formulate your registration. An asterisk (*) indicates mandatory information.

Registration is completed in the IMS portal. You can register your intent for funding **between 2 August 2018 and 12 noon, 21 August 2018**. Registrations after **12 noon, 21 August 2018** will not be accepted and you will not be able to submit a proposal.

We recommend that you familiarise yourself with the portal well before the deadline.

REGISTRATION TEMPLATE

INFORMATION REQUIRED

An * indicates mandatory information

WORD LIMIT

Local
National /
Regional

Eligibility

*If you are applying for a:

- > local grant, confirm that you are a New Zealand organisation, citizen or permanent resident
- > regional/national grant, confirm that you are a New Zealand organisation.

If relevant, tell us your New Zealand Business Number (or Company Registration Number) or Charitable Trust Registration Number.

Public statement

*Provide a statement for publishing on the Curious Minds website, MBIE's website and for use in public by MBIE 30 30

- > Include what your project aims to do, how you will go about this and what outcomes you are looking for.
- > If your project received Unlocking Curious Minds or Participatory Science Project funding in the past, please mention this.
- > Do not include:
 - any sensitive information in your statement.
 - URLs: Any information included in URL links to sites will not be considered or assessed as part of a proposal.

Project summary

*Specify the total amount of funding (*excluding GST*) you are requesting.

*Provide a meaningful title that identifies the nature of your research programme. 12 12

Do not:

- > use acronyms or abbreviations.
- > include URLs: Any information included in URL links to sites will not be considered or assessed as part of a proposal.

REGISTRATION TEMPLATE

INFORMATION REQUIRED

*An * indicates mandatory information*

WORD LIMIT

Local
National /
Regional

*Specify the project start and end dates.

- > The project must start on or after 1 February 2019.
- > The end date of your project must be on or before 31 December 2019 unless an extension has been requested.

List up to 15 key words (between 3 and 55 characters in length each) that describe the nature of your research. Do not include acronyms or abbreviations.

These key words will help MBIE select Assessors for your full proposals.

*Provide the name, email address and telephone number of your primary contact person.

Your contact:

- > must have the authority to discuss your proposal with MBIE officials, and
- > should not be the Project Leader.

Conflicts of Interest

Declare any potential conflicts of interest and say why. This may include possible conflicts with Assessors or a part of MBIE you are engaged with.

Organisation Type

*Tell us (from the following list) the category that best fits your organisation.

- > University
- > Wānanga
- > Crown Research Institute
- > Trust
- > Museum
- > Company
- > Local Council
- > School
- > Other. If other, provide us with a meaningful description of your organisation's type.

Proposal Template

This template details the information you should cover in your proposal for Unlocking Curious Minds funding. Use it to help gather the information you need to formulate your proposal. Where noted you will be asked to validate and if necessary expand and/or amend information entered at Registration. An asterisk (*) indicates mandatory information.

Note that different words limits apply for local grants and regional/national grants. Having different word limits recognises the more modest funding associated with local grants and our desire to reduce the administrative burden of applying.

Proposals are entered and submitted to MBIE in the IMS portal and this can be done immediately after Registration between **2 August 2018** and **12 noon, 18 September 2018**. Proposals received after **12 noon, 18 September 2018** will not be accepted unless there are exceptional circumstances (*at MBIE's discretion*).

PROPOSAL TEMPLATE

INFORMATION REQUIRED	WORD LIMIT	
	Local	National / Regional
<p><i>An * indicates mandatory information.</i></p> <p><i>Ensure that your proposal directly addresses the eligibility and assessment criteria</i></p> <p><i>The IMS portal will direct you in how to enter this information and upload your CVs and any other attachments. We recommend that you familiarise yourself with the portal well before the submission deadline.</i></p>		
Eligibility		
*Validate/update the eligibility data you entered at Registration.		
Previous Funding		
*Previous Funding		
Tell us if your project has received previous Unlocking Curious Minds funding or not.		
	150	150
*Context		
Detail all the funding your organisation or members of your project team have received from the Unlocking Curious Minds contestable fund. You must also clearly set out the impact of previous projects and clearly emphasise what is new or different with this proposal.		
If no funding was received, state None .		
	50	150
Extension		
If this proposal involves an extension or expansion of a previously funded Unlocking Curious Minds project, please indicate this here and provide the name and contract number of the project.		
Public Statement		
*Validate/update the public statement you entered at Registration.		
Remember, do not include:		
<ul style="list-style-type: none"> > any sensitive information in your statement. > URLs: Any information included in URL links to sites will not be considered or assessed as part of a proposal. 		

PROPOSAL TEMPLATE

INFORMATION REQUIRED	WORD LIMIT	
	Local	National / Regional
<p>An * indicates mandatory information. Ensure that your proposal directly addresses the eligibility and assessment criteria The IMS portal will direct you in how to enter this information and upload your CVs and any other attachments. We recommend that you familiarise yourself with the portal well before the submission deadline.</p>		
<p>Online presence If you have an online presence for your project, e.g. a website or social media accounts, etc., provide the links to these.</p>	100	100
Project Summary		
<p>*Total funding sought Enter the total amount of funding you are requesting from MBIE, excluding GST.</p>		
<p>*Title of the project Validate/update the title of the project you entered at Registration. Do not use acronyms or abbreviations.</p>	12	12
<p>*Start and end dates Validate/update the dates you entered at Registration. > The project must start on or after 1 February 2019. > The end date of your project must be on or before 31 December 2019 unless an extension has been requested.</p>		
<p>Keywords Validate/update the keywords you entered at Registration.</p>	15	15
<p>*Aim of the project Set out the main reason for carrying out the project – what needs are you addressing, the intended results, and how this differs from your business as usual activities. Do not include URLs: Any information included in URL links to sites will not be considered or assessed as part of a proposal.</p>	300	300
<p>*Area/region covered by the project Select the region(s) the project will operate in and where participants are likely to come from. *Validate/update the contact person’s details you entered at Registration.</p>		
Excellence		
<p>*What are you planning to do? Present a coherent strategy and project plan, including clear outcomes, how outcomes will be achieved, and how success will be measured. Do not include URLs: Any information included in URL links to sites will not be considered or assessed as part of a proposal.</p>	300	300
<p>*Why is this right thing to do? Demonstrate that the project idea is relevant to the current issues and needs of the target group and involves innovative approaches and engagement methods, appropriate for the target group. Do not include URLs: Any information included in URL links to sites will not be considered or assessed as part of a proposal.</p>	200	300

PROPOSAL TEMPLATE

INFORMATION REQUIRED	WORD LIMIT	
	Local	National / Regional
<p>An * indicates mandatory information. Ensure that your proposal directly addresses the eligibility and assessment criteria The IMS portal will direct you in how to enter this information and upload your CVs and any other attachments. We recommend that you familiarise yourself with the portal well before the submission deadline.</p>		
<p>*How will you ensure the science is rigorous? Explain how the science and technology component of the project will be managed to maintain scientific rigour and accuracy. Do not include URLs: Any information included in URL links to sites will not be considered or assessed as part of a proposal.</p>	200	300
<p>*How will you ensure you can deliver by the end date? Tell us why you have the ability to deliver the project within the required timeframe. If your project involves activities that need to take place over the summer months and the project will need to finish in 2020, provide your proposed end date and explain why this later date is necessary.</p> <ul style="list-style-type: none"> > You should explain why you decided to take the approach described and how you have assured yourself that these are the right things to do. > Do not include URLs: Any information included in URL links to sites will not be considered or assessed as part of a proposal. 	200	300
<p>How are you leveraging the science and technology engagement capabilities of others? If relevant, describe the strength of linkages with relevant partners and others involved in science and technology engagement in the relevant area and field of engagement. Do not include URLs: Any information included in URL links to sites will not be considered or assessed as part of a proposal.</p>	200	300
<p>Project Team and resources</p>		
<p>*Project Team Add the details of each member of your project team. The team must include a Project leader.</p>		
<p>*Description of team For each team member involved in carrying out the project (including those from other organisations) detail:</p> <ul style="list-style-type: none"> > their name skills, track record, experience with similar projects > ability to connect with the target group and strength of linkages with relevant partners. You can attach a maximum of: <ul style="list-style-type: none"> > four CVs to national/regional proposals > two CVs to local proposals. You must include a CV for your Project Leader. We recommend you attach CV(s) for any scientists involved in your project.	200	300

PROPOSAL TEMPLATE

INFORMATION REQUIRED	WORD LIMIT	
	Local	National / Regional
<p>An * indicates mandatory information. Ensure that your proposal directly addresses the eligibility and assessment criteria The IMS portal will direct you in how to enter this information and upload your CVs and any other attachments. We recommend that you familiarise yourself with the portal well before the submission deadline.</p>		
Impact		
<p>*What is distinctive about this project in the way it will engage ‘hard to reach’ audiences?</p> <p>Explain how the project contributes to the Fund objective and outcomes. Do not include URLs: Any information included in URL links to sites will not be considered or assessed as part of a proposal.</p>	300	300
<p>*Who is the target audience for your project?</p> <p>Demonstrate how the project targets a clearly defined target group for whom there are opportunities and benefits for increased engagement with science and technology. Do not include URLs: Any information included in URL links to sites will not be considered or assessed as part of a proposal.</p>	300	300
<p>*How will this change the people you are working with?</p> <p>Explain how successful delivery of the project is likely to deliver positive change in the way the target group engages with science and technology so that science and technology becomes more important or relevant for them and/or they are able to engage societal debate about science and technology issues. Do not include URLs: Any information included in URL links to sites will not be considered or assessed as part of a proposal.</p>	200	300
<p>*How are you leveraging the resources of others?</p> <p>Where possible, describe the extent to which the project will leverage off other organisations, resources, and/or initiatives, to maximise existing resources. Do not include URLs: Any information included in URL links to sites will not be considered or assessed as part of a proposal.</p>	200	300
<p>What effect did your previous funding have?</p> <p>If previous Unlocking Curious Minds or PSP funding was received, we are looking for evidence of impact of the project, and the credibility of the systems used to demonstrate that impact. Provide a summary detailing:</p> <ul style="list-style-type: none"> > the impact of the previous project and how you went about demonstrating that impact. > how you have used the survey materials provided by MBIE. <p>Do not include URLs: Any information included in URL links to sites will not be considered or assessed as part of a proposal.</p>	200	300

PROPOSAL TEMPLATE

INFORMATION REQUIRED	WORD LIMIT	
	Local	National / Regional
<p>An * indicates mandatory information. Ensure that your proposal directly addresses the eligibility and assessment criteria The IMS portal will direct you in how to enter this information and upload your CVs and any other attachments. We recommend that you familiarise yourself with the portal well before the submission deadline.</p>		
Ethics and Health and Safety		
<p>*Human and cultural ethical issues</p> <p>Describe how you will ensure that you manage any human and cultural ethical issues that may arise in the conduct of your project</p> <p>Do not include URLs: Any information included in URL links to sites will not be considered or assessed as part of a proposal.</p> <p>If not applicable, please state Not Applicable.</p>	100	100
<p>*Animal-related ethical issues</p> <p>Describe how you will ensure that you manage any animal-related ethical issues that may arise in the conduct of your project.</p> <p>Do not include URLs: Any information included in URL links to sites will not be considered or assessed as part of a proposal.</p> <p>If not applicable, please state Not Applicable.</p>	100	100
<p>*Health and safety issues</p> <p>Describe how you will ensure that you manage any health and safety issues that may arise in the conduct of your project.</p> <p>Do not include URLs: Any information included in URL links to sites will not be considered or assessed as part of a proposal.</p> <p>If not applicable, please state Not Applicable.</p>	100	100
Project Budget		
<p>Co-funding</p> <p>If applicable, specify total amount of co-funding (excluding GST).</p> <hr/> <p>Co-funding is:</p> <ul style="list-style-type: none"> > not required for local grant projects. You can however use this section to report any co-funding that your project will receive. > compulsory for regional or national grants. <hr/>		
<p>If you have specified a co-funding amount, tell us the source and type (either "Cash" or "In kind") of the co-funding being received and detail:</p> <ul style="list-style-type: none"> > the amount (<i>excluding GST</i>), and > what it will be used for. <hr/> <ul style="list-style-type: none"> > Capital items must be funded from co-funding. > Co-funding is required for regional/national grants and must be 20% or more of the total cost of the project. See page 5 for more information. <hr/>	200	200

PROPOSAL TEMPLATE

INFORMATION REQUIRED	WORD LIMIT	
	Local	National / Regional
<p>An * indicates mandatory information.</p> <p>Ensure that your proposal directly addresses the eligibility and assessment criteria</p> <p>The IMS portal will direct you in how to enter this information and upload your CVs and any other attachments. We recommend that you familiarise yourself with the portal well before the submission deadline.</p>		
<p>*Expenditure</p> <p>Specify the anticipated expenditure (<i>GST exclusive</i>) for the following:</p> <ul style="list-style-type: none"> > Personnel cost > Materials and consumables > Travel allowance > Accommodation > Others. <p>Your expenditure should equal the total income (<i>the funding sought from MBIE plus co-funding</i>).</p>		
<p>*Description of Expense</p> <p>Explain the key expenditure items.</p>	150	150
<p>Additional Information</p>		
<p>*Tell us how you heard about the Unlocking Curious Minds contestable fund.</p>		
<p>*Validate/update the conflicts of interest declared at Registration.</p>		
<p>Validate/update the organisation type specified at Registration.</p>		

How your Proposal will be Assessed

MBIE will verify that proposals are eligible and will decline proposals that are not eligible.

Eligible proposals will then be assessed by an MBIE-appointed assessment panel against the following assessment criteria.

ASSESSMENT CRITERIA	WEIGHTING
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">EXCELLENCE</p> <p>When assessing a proposal, MBIE will consider:</p> <ul style="list-style-type: none"> > whether a coherent strategy and project plan, including clear outcomes, how outcomes will be achieved, and how success will be measured is identified. > whether the project idea is relevant to the current issues and needs of the target group and involves innovative approaches and engagement methods, appropriate for the target group. > whether it is clear that the science and technology component of the project will be managed to maintain scientific rigour and accuracy. > the quality of the project team – including skills mix, available support, resources, experience and track record. > whether the idea can be delivered within the required timeframe. > the ability of the project team to connect with the target group. > if relevant, the strength of linkages with relevant partners and others involved in science and technology engagement in the relevant area and field of engagement. > whether the project demonstrates good value for money. 	<p>50%</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">IMPACT</p> <p>When assessing a proposal, MBIE will consider:</p> <ul style="list-style-type: none"> > whether the project is likely to contribute to the Fund objective and outcomes. > whether the project is targeted toward a clearly defined target group for whom there are opportunities and benefits for increased engagement with science and technology. > whether the successful delivery of the project is likely to deliver positive change in the way the target group engages with science and technology so that science and technology becomes more important or relevant for them and/or they are able to engage societal debate about science and technology issues. > where possible, the extent to which the project will leverage off other organisations, resources, and/or initiatives, to maximise existing resources. <p>For Regional/National Grants only:</p> <ul style="list-style-type: none"> > The extent of collaboration with other organisations and other initiatives/resources to deliver the project. <p>For projects that build on those funded in previous rounds:</p> <ul style="list-style-type: none"> > Evidence of impact, where available, and the credibility of the systems used to demonstrate that impact. 	<p>50%</p>

Investment Recommendations and Decisions

The assessment panel will provide MBIE with a recommendation report as to which proposals should be funded. MBIE will then review the report and recommend how funding should be allocated to successful proposals. When making its recommendation, MBIE will take into account:

- > the overall mix of proposals to ensure that there is a mix of delivery approaches
- > geographic locations
- > science and technology topics and projects that target a wide variety of groups
- > any other information that it deems relevant.

The final decision on the allocation of funding will be made by the General Manager, Science System Investment and Performance, Labour, Science and Enterprise, MBIE.

What Happens Next?

MBIE plans to advise you of the result of your proposal in November 2018. If your proposal is successful MBIE will enter into a Funding Agreement with you using the MBIE Funding Agreement template designed for this Fund. A template of the draft Funding Agreement is provided on the [Curious Minds website](#). By applying you accept the terms and conditions in the funding agreement.

Payments

For grants:

- > up to and including \$30,000 (GST exclusive), 100% of the approved funding will be paid in advance upon signing of the contract.
- > above \$30,000 (GST exclusive), 50% of the approved funding will be paid upon signing of the contract, 40% will be paid as a progress payment (subject to satisfactory project progress), with the remaining 10% payable once the project and reporting is complete. We may set conditions or vary the funding amounts allocated.

Reporting

All projects are required to provide a progress and final report to MBIE about the project outcomes and key achievements, the results of surveying and/or evaluation of the impact of the projects, and information about communications and engagement activities. MBIE will provide reporting templates and survey tools.

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Registering and Submitting your Proposal

The Unlocking Curious Minds funding application process comprises up to two stages and is performed in MBIE's Investment Management System (IMS) – a secure online portal.

YOU CAN	BETWEEN THESE DATES
1. Register your intent to apply for funding	2 August 2018 until 12 noon, 21 August 2018
2. Submit a proposal	2 August 2018 until 12 noon, 18 September 2018

A proposal is considered

- > Registered if it has a status of **Registered** in the IMS portal
- > Submitted if it has a status of **Submitted to IMS** in the IMS portal.

If your proposal is being registered and/or submitted on your behalf 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 [access 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 IMS portal's **Home** screen displays.

For existing users:

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

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

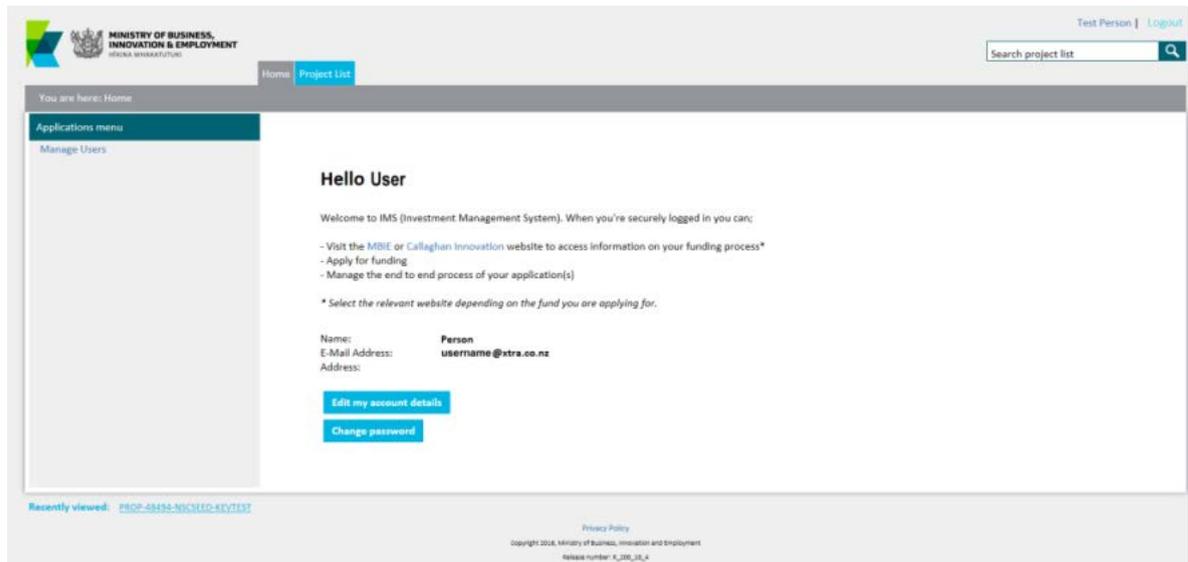
- **To logout**, click the **Logout** hyperlink (*located top right of every screen*).

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	<ul style="list-style-type: none"> > See and/or work only on funding applications to which they are authorised > Submit completed registrations/applications/proposals to your Super User quality assurance (QA).
Super User	<ul style="list-style-type: none"> > 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.

Navigating the Portal



The IMS portal Home screen

From the **Home** screen of the 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).

Reference	Agency	Contract	Status	Assigned to	Status updated date	Exam
REG-50337-ENDORP	MBIE	In progress	Maret Fishwick	22/09/2016	Contestable Investments	
REG-50336-ENDORP	MBIE	In progress	Camilla Swan	22/09/2016	Contestable Investments	
REG-50335-ENDORP	MBIE	In progress	Kirstin Keene	22/09/2016	Contestable Investments	
REG-50334-ENDORP	MBIE	Registered	Camilla Swan	22/09/2016	Contestable Investments	
REG-50330-ENDORP-UDOP	MBIE	Registered	Maret Fishwick	21/09/2016	Contestable Investments	
REG-50329-ENDORP	MBIE	Registered	Maret Fishwick	21/09/2016	Contestable Investments	
CONC-50328-ENDORP	MBIE	Approved		21/09/2016	Contestable Investments	

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Registering a Proposal

The following details how to register your proposal for Unlocking Curious Minds funding in the IMS portal. If your registration is being submitted on your behalf by a university or a Crown research institute, see your research office for additional submission advice.

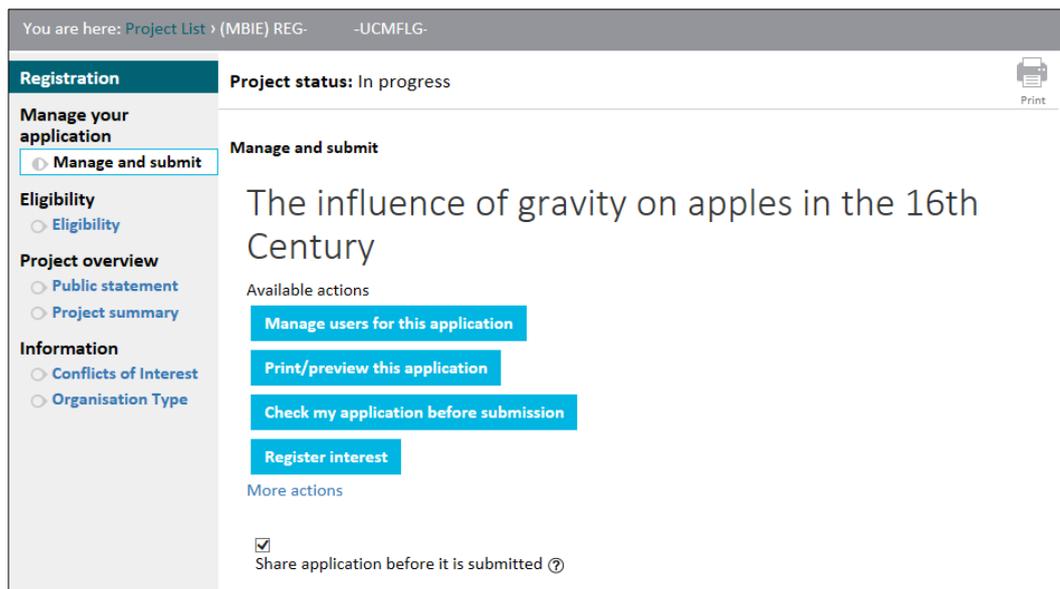
You can register your intent to apply for funding in the IMS portal between **2 August 2018 and 12 noon, 21 August 2018**. Registrations made after **12 noon, 21 August 2018** will not be accepted.

■ **To register a proposal 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 the option relating to the type of grant you are seeking funding for from the **Investment Process** drop down list; either
 - › 2019 Unlocking Curious Minds – Local Grants
 - › 2019 Unlocking Curious Minds – Regional/National Grants
4. Select **Registration** from the **Phase** drop down list.
5. Enter the title of your proposal and click the **Create** button.
6. 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 registration 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 registration.

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

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

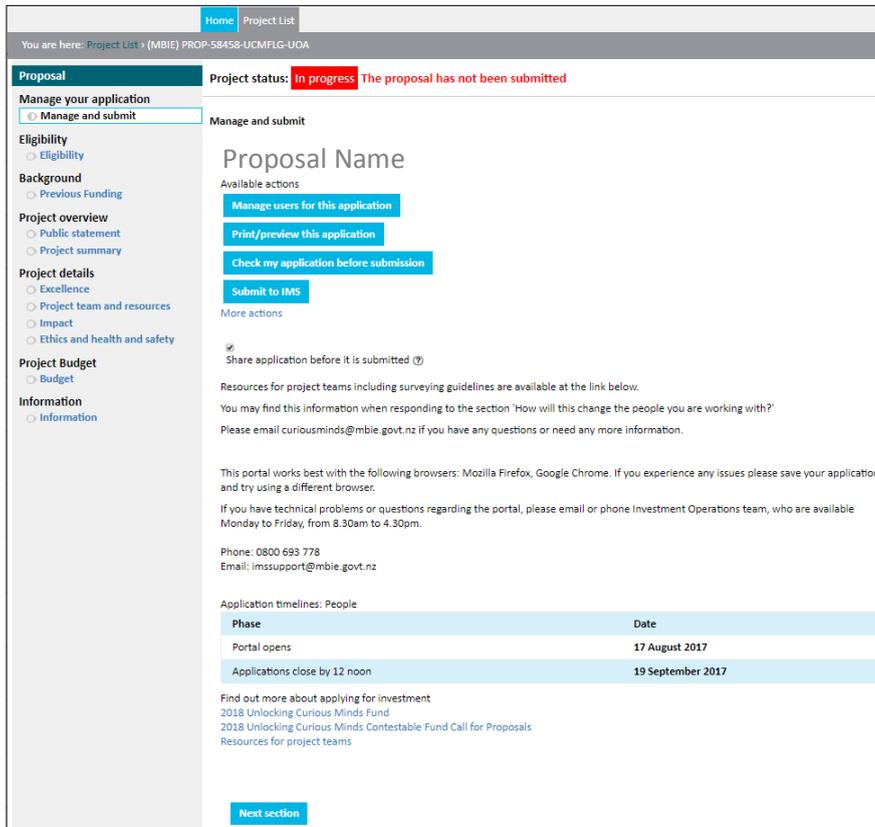
THE SYMBOL...INDICATES THE SECTION...	
	has not started.
	is in progress.
	contains invalid or incomplete fields.
	complete and valid.

The sections to complete are listed in the left hand navigation panel. You can click these to access the section directly or move through the sections sequentially by completing them and clicking the **Save & next section** button.

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

- > **Leave this Page** to exit the section without saving (*all changes made during that session will be lost*), or
- > return to the section and continue to add information or click the **Save & next section** button.

7. When all sections are complete, scroll to the top of navigation panel and click the **Manage 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 validation result section.
- > a  beside the relevant sections.

If the validation is unsuccessful, click the first error message to open the section, make the required corrections/additions and then click the **Save** button.

Repeat for other sections marked with .

9. Once you have corrected all of the errors and/or added all missing information, click the **Print and Submit** link and then the **Check my application before submission** button again.
10. On achieving a successful validation click the **Submit to QA** button (*Users*) or the **Register interest** button (*Super Users*).
11. Read and accept the declaration.

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

Entering and Submitting a Proposal

The following details how to enter and submit a proposal in the IMS portal. If your proposal is being submitted on your behalf by a university or a Crown research institute, see your research office for additional submission advice.

You must register your project before you can enter and submit your proposal.

You can enter and submit a proposal in the IMS portal between **2 August 2018 and 12 noon, 18 September 2018**. Proposals submitted after **12 noon, 18 September 2018** will not be accepted unless there are exceptional circumstances (*at MBIE's discretion*).

■ To enter and submit a proposal in the IMS portal:

You can enter and submit your proposal into the IMS portal immediately after you have registered.

1. On the **Home** screen of IMS portal, click the **Project List** tab.
2. Click the **New application** button.
3. Select the option relating to the type of grant you are seeking funding for from the **Investment Process** drop down list; either
 - › **2019 Unlocking Curious Minds – Local Grants**
 - › **2019 Unlocking Curious Minds – Regional/National Grants**
4. Select **Proposal** from the **Phase** drop down list.

Do not enter the title of your project as this will automatically be selected from your **Registration** details.

5. Click the **Reference** button for the relevant registration.

The screenshot shows the 'Project List' page in the IMS portal. At the top, there are tabs for 'Home' and 'Project List'. Below the tabs, there is a breadcrumb 'You are here: Project List' and a heading 'To create a new application, please select an organisation or applicant code, a process and a phase (if applicable), and provide your application with a title.' The form contains the following fields:

- Applicant and organisation code:** Wakatu Incorporation - WAKATU
- Investment Process:** 2019 Unlocking Curious Minds Fund - Local Grants
- Phase:** Proposal
- Title of the project:** (empty text input field)

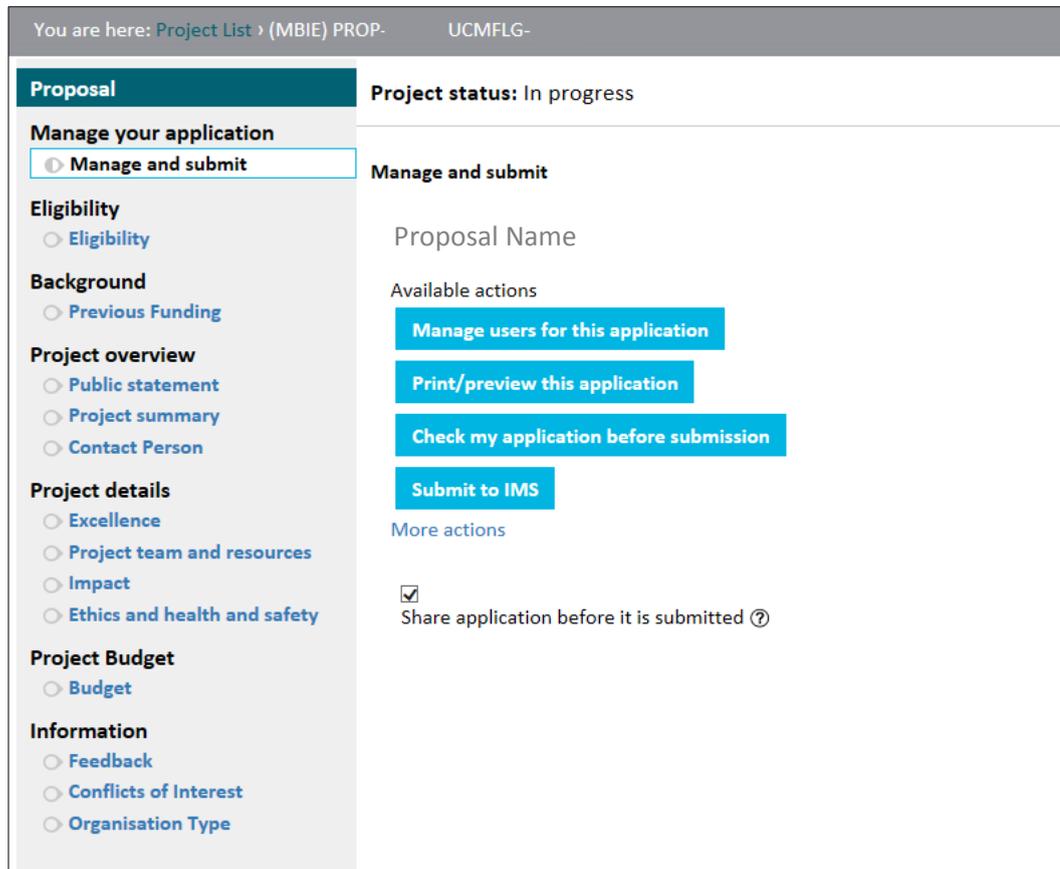
At the bottom right of the form are 'Create' and 'Cancel' buttons. Below the form, there is a message: 'You have 1 Registration for UCMFLG. Create Proposal from accepted Concept:'. A table with one row is visible, with the first cell containing 'REG-59096-UCMFLG-WAKATU - Jeremy Test - Registration - Registered' highlighted by a red box.

6. This action automatically:
 - › links the proposal to the completed registration
 - › populates key fields with information submitted at **Registration**. You can then edit this information as required. It is **important to note** that any changes you make will not alter the information submitted at **Registration**.

7. Click the **Create** button.

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- The IMS portal will guide you through the completion of the required fields. 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 registration before submitting it.

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If the validation is unsuccessful, click the first error message to open the section, make the required corrections/additions and then click the **Save** button.

Repeat for other sections marked with .

11. Once you have corrected all of the errors and/or added all missing information, click the Print and Submit link then the **Check my application before submission** button again.
12. On achieving a successful validation click the **Submit to QA button** (*Users*) or the **Submit to IMS button** (*Super Users*).

Proposal Project status: In progress

Manage your application

- Manage and submit
- Eligibility
- Background
- Project overview
- Project details
- Project Budget
- Information

Manage and submit

Proposal Name

AVAILABLE ACTIONS

- Manage users for this application
- Print/preview this application
- Check my application before submission
- Submit to IMS

More actions

Share application before it is submitted ⓘ

The process for applicants consists of two stages, registration followed by proposal.

Applicants who register by midday, 21 August 2018 should then proceed to submit proposals. Registration is mandatory, and only applicants who complete the registration phase will be eligible to submit proposals for the 2019 Unlocking Curious Minds - Local grant funding round.

13. Read and accept the declaration.

If you clicked **Submit to IMS** your proposal 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 proposal before the deadline.

Administering Funding Applications

Checking the Progress of your Application

There are two 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 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 HAS...
In progress	been created and is under completion.
Submitted for QA	been completed and submitted to a super-user for QA.
Submitted to IMS	been submitted to MBIE.
Registered	been registered.
Not Progressing	been withdrawn.
Not submitted	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. You will not be able to edit it or submit the application.
Ineligible	not meet the criteria of the investment process applied for. The application cannot be edited or resubmitted.
Declined	been declined by MBIE for funding. The application cannot be edited or resubmitted.
Approved	been approved by MBIE. You can proceed to the next stage in the application process. You will not be able to edit this application.

CHECKING WHEN YOUR APPLICATION IS DUE

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

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.

Portal Tips

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

Searching and Filtering

■ **To find a funding 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  icon next to column header.
2. Select one or more categories of interest.
3. Click the **Apply Filter** button.

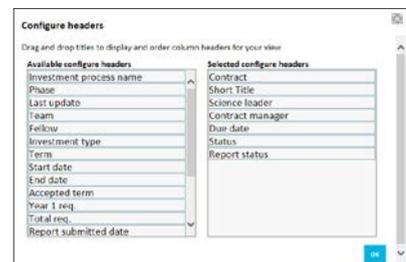
To reset all filters, click the **Reset Filter** button on the **Project List** tab.

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.

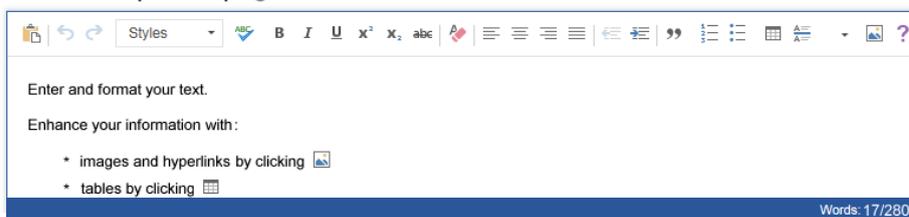


To reset the customisation, click the **Advanced Search** link and then click the **Reset** button.

Formatting Text and Adding Images

Use the text panel toolbar to format your information and if applicable insert images, and 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 corner of the text panel.

Science abstract (280 words) * ?



Use Plain Text when copying and pasting text into the IMS portal fields.

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 Access to the IMS Portal

If you are a Super User, you can set up and maintain access to the IMS 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.
5. 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.

6. 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 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

Terms and Conditions

By submitting an application you are agreeing to these terms and conditions.

Neither this Call for Proposals, nor any contract resulting from the Invitation process is intended to create a partnership agreement between MBIE and the Applicant.

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

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

CURIOUS MINDS

HE HIHIRI I TE MAHARA



MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT
HIKINA WHAKATUTUKI

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