

# Unlocking Curious Minds Contestable Fund Call for Proposals

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October 2016

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## Unlocking Curious Minds

A contestable fund for lifting New Zealander's engagement with science and technology.

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## Section 1:

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# The Unlocking Curious Minds Contestable Fund



## — 2

# What is the 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 the contracting process.

The Fund was commenced as a pilot initiative in 2015 and forms part of the Government's national strategic plan for Science in Society, *A Nation of Curious Minds – He Whenua Hihiri I Te Mahara* (the strategic plan). The strategic plan aims to encourage and enable better engagement with science and technology across all sectors of New Zealand society. The strategic plan is available at <http://www.curiousminds.nz/assets/science-in-society-plan-PDF.pdf>.

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 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.

## The Objective and Outcomes of the Fund

The objective of the Fund is to support projects that use innovative and/or best-practice approaches to help New Zealanders that have fewer opportunities to learn about and to engage with science and technology, in particular young people aged 18 years and under, 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.

The outcomes of the Fund (and indeed of the entire *A Nation of Curious Minds – He Whenua Hihiri I Te Mahara* strategic plan) are:

- > more science and technology-competent learners, and more choosing STEM-related (science, technology, engineering, and mathematics) career pathways
- > a more scientifically and technologically engaged public and a more publically engaged science sector
- > a more skilled workforce and more responsive science and technology.

## How Much Funding is Available?

Up to \$2 million is available in this investment round. All figures quoted are GST exclusive.

## What Types of Grant are Available?

There are two types of grants available through this Fund: local and regional/national.

## Local Grants

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

An individual, or organisation which is a legal entity with an IRD number, can apply for a local grant.

## Regional/National Grants

Regional/national grants, up to \$150,000, 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, for example, 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 per cent of the total project costs as cash co-funding and/or in-kind support, with MBIE funding the balance. For example, if the total project cost is \$100,000 then the applicant and other associated parties to the proposal (combined) would need to provide at least \$20,000 as cash co-funding and/or in-kind support of the total project cost. Funding sought from MBIE would be \$80,000.

Only an organisation which is a legal entity with an IRD number can apply for regional/national grants.

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

## Key Dates and Quick Reference

3 October 2016	MBIE Portal opens for proposals
10 November 2016, midday	Proposals close. All proposals must be submitted to MBIE by 12.00 pm ( <i>midday</i> )
January 2017	Funding results announced
1 February 2017	Contracting begins and contracts commence
31 December 2017 <sup>1</sup>	Projects completed

INDICATIVE FUNDS AVAILABLE <i>(excluding GST)</i>	GRANT TYPES	INDICATIVE FUNDING PER PROPOSAL <i>(excluding GST)</i>	PROJECT TERM
A total of up to \$2 million is available in this investment round	Regional/National	Up to \$150,000	Until 31 December 2017
	Local	Up to \$30,000	Until 31 December 2017

Up to \$2 million is available in 2016/17 to support new projects to enhance or broaden the connection and engagement of 'harder-to-reach' New Zealanders with science and technology.

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

<sup>1</sup> 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.

## 4

Funding is not available to support existing activities or activities that are 'business as usual', unless the intention is to extend these activities to new target groups. The funding can be used to build on activities funded in previous Unlocking Curious Minds contestable fund investment rounds.

We are looking for proposals that deliver:

- > *Excellence*: projects involving the right people to deliver the project, a rigorous approach, and are designed for optimum results; and
- > *Impact*: projects resulting in increased engagement with and interest in science and technology for the identified target group/s that deliver on the Fund outcomes and benefit New Zealand.

## Further Information

**Curious Minds website** <http://www.curiousminds.nz/ucm>

**Email** Proposal queries: [curiousminds@mbie.govt.nz](mailto:curiousminds@mbie.govt.nz)  
Portal queries: [imssupport@mbie.govt.nz](mailto:imssupport@mbie.govt.nz)

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

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Section 2:

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## Funding Opportunities



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Funding from the Unlocking Curious Minds Contestable Fund 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.
-

# What we will fund

## Fundable Activities

### 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, for example, workshops, community-based research, or hands-on learning opportunities.

Funding is not available to support existing activities or activities that are 'business as usual', unless the intention is to extend these activities to new target groups. The funding can be used to build on activities funded in previous Unlocking Curious Minds contestable fund investment rounds.

It is expected that projects will start from early February 2017 and be complete by 31 December 2017. 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.

### Who is the target group?

The Fund is aimed at New Zealanders who are generally less connected 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.

There is no strict definition of who falls into this category. It may include, for example, children, young people, those on low incomes, people who live in remote areas, and/or some ethnic groups. In particular, opportunities to support increasing engagement of young people (aged 18 years and under) with science and technology are encouraged.

If you wish 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.

### Are there priority areas for investment?

No, however applicants may wish to note that the last assessment panel noted gaps in the following areas:

- > Those from organisations involved in maths, engineering and early childhood education
- > Projects that are both conceptualised and delivered in Te Reo Māori and Pasifika languages, rather involving the translation of existing materials into those languages.
- > Where projects target senior secondary school students, it would be important to demonstrate clear linkages to the New Zealand Curriculum.

## Eligibility Criteria

### Who can apply for funding?

For **local grants** the applicant can be an individual (you must be a New Zealand citizen or permanent resident) or an organisation which is a legal entity with an IRD number.

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

For **regional/national grants** the applicant must be an organisation which is a legal entity with an IRD number.

## 8

Individuals cannot apply for regional/national grants.

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 for regional/national grants must provide a minimum of 20 per cent of the total project costs as cash co-funding and/or in-kind support, with MBIE funding the balance. For example, if the total project cost is \$100,000 then the applicant and other associated parties to the proposal (combined) would need to provide at least \$20,000 as cash co-funding and/or in-kind support of the total project cost. Funding sought from MBIE would be \$80,000.

There are generally two types of co-funding:

- > **Cash** co-funding is cash received from another organisation that contributes directly to an impact statement within your proposal. Direct cash does not include funding you may receive after the end date of the research. 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.
- > **In-kind** co-funding is a non-cash contribution that will assist you to achieve the proposal's impact statement(s). It may include, for example, 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.

## Administrative criteria

Applicants must meet any applicable timing, formatting, system or other similar administrative requirements imposed by MBIE in this Call for Proposals.

## Allowable Expenses

### What can funding be used for?

Funding can be used to support the costs of personnel, personnel-related costs, material and consumables directly related to promoting or delivering a project, travel directly related to delivering the project, and other operating costs.

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 scale up an existing activity, for example to reach a new target group(s).
- > 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 already funded or eligible for funding from other government sources, for example 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, and activities aimed at enhancing teachers' professional learning and development.
- > capital expenditure including for any equipment that has an asset life beyond the term of the project. Such equipment includes items such as computers, drones and robots. Projects should ensure that the costs associated with such items are budgeted for as part of the co-funding for their project, or obtained from other sources.

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Section 3:

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## Proposal Guidelines



# The Proposal and Assessment Process

This section outlines the proposal and assessment process, timeline for proposals, and the funding available for investment.

## Who can Apply?

For local grants the applicant can be an individual (you must be a New Zealand citizen or permanent resident) or an organisation which is a legal entity with an IRD number.

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

For regional/national grants the applicant must be an organisation which is a legal entity with an IRD number. Individuals cannot apply for regional/national grants.

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 or receive funding but can be involved in delivering or supporting a project.

## How do you Apply?

You must apply using the MBIE Portal, an online proposal system. If you have not applied for funding through the Portal before, you need to register and receive a username and password.

**New applicants** <http://www.mbie.govt.nz/info-services/science-innovation/investment-funding/how-we-invest/how-to-apply/>

**Returning applicants** Log in using your current details

## The Proposal and Assessment Process

### What is the proposal process?

You must apply for funding via the MBIE Portal. The deadline for proposals is 12pm, 10 November 2016. MBIE will not accept any proposals for assessment that are received after the closing deadline unless there are exceptional circumstances (at MBIE's discretion).

### What is the assessment process?

Please ensure your proposal contains information that is relevant to the assessment of your proposal and responds to the guidance about what we want to fund including the eligibility criteria, and the assessment criteria detailed in this Call for Proposals.

MBIE will check that proposals are eligible and will decline proposals that it assesses are not eligible.

An independent assessment panel appointed by MBIE will assess eligible proposals against the assessment criteria (*see over*).

MBIE will receive a recommendation report from the independent assessment panel and will make the decision on allocating funding to successful proposals. When making its decision, MBIE will take account of the overall mix of proposals to ensure that there is a mix of delivery approaches, geographic locations, and science and technology topics and projects that target a wide variety of groups as well as 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.

## Assessment Criteria

ASSESSMENT CRITERIA		WEIGHTING
1	<p><b>Excellence</b></p> <ul style="list-style-type: none"> <li>&gt; A coherent strategy and project plan, including clear outcomes, how outcomes will be achieved, and how success will be measured.</li> <li>&gt; 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.</li> <li>&gt; It is clear that the science and technology component of the project will be managed to maintain scientific rigour and accuracy.</li> <li>&gt; Quality of the project team – including skills mix, available support, resources, experience and track record.</li> <li>&gt; Ability to deliver the project within the required timeframe.</li> <li>&gt; Ability of the project team to connect with the target group.</li> <li>&gt; 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.</li> </ul> <p>The project demonstrates good value for money.</p>	60%
2	<p><b>Impact</b></p> <ul style="list-style-type: none"> <li>&gt; The project is likely to contribute to the Fund objective and outcomes.</li> <li>&gt; The project is targeted toward a clearly defined target group for whom there are opportunities and benefits for increased engagement with science and technology.</li> <li>&gt; 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.</li> <li>&gt; Where possible, the extent to which the project will leverage off other organisations, resources, and/or initiatives, to maximise existing resources.</li> <li>&gt; For Regional/National Grants only: The extent of collaboration with other organisations and other initiatives/resources to deliver the project.</li> </ul> <p><i>For projects that build on those funded in previous rounds:</i> Evidence of impact, where available, and the credibility of the systems used to demonstrate that impact</p>	40%

## What Happens Next?

We plan to advise you of the result of your proposal in January 2017. If your proposal is successful we will enter into a contract with you using an MBIE contract template designed for this Fund. A template of the draft contract will be provided on the Curious Minds website at <http://www.curiousminds.nz/ucm>. By applying you accept the terms and conditions in the funding agreement.

All projects are required to provide a report to MBIE at the end of the project 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 a reporting template and survey tools.

For grants up to and including \$30,000 (excluding GST, if any), 100% of the approved funding will be paid in advance upon signing of the contract.

For grants above \$30,000 (excluding GST, if any), 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 surveying is complete and you have submitted your final project report. We may set conditions or vary the funding amounts allocated.

## Terms & Conditions that Apply to these Proposal Guidelines

The terms applying to this Fund are set out below. The terms and conditions are non- negotiable and do not require a response. Each applicant that submits a proposal will be deemed to have agreed to these terms and conditions without reservation or variation.

### INVESTIGATIONS AND RELIANCE ON INFORMATION

Applicants must examine this document and any reference documents, and carry out all necessary investigations before submitting a proposal. If in doubt as to the meaning of any part of these guidelines, applicants must set out in their proposal their interpretation and assumptions.

#### RELIANCE BY APPLICANTS

All information contained in this document or given to any applicant by MBIE is for the purpose of allowing that applicant to prepare its proposal. MBIE has endeavoured to ensure the integrity of such information. However, it has not been independently verified and may not be updated.

#### RELIANCE BY MBIE

MBIE may rely upon all statements made by any applicant in its proposal and in correspondence or negotiations with MBIE or its representatives. If an applicant's proposal is approved by MBIE, any such statements may be included in the contract.

Each applicant must ensure all information provided to MBIE is complete and accurate. MBIE is under no obligation to check any proposal for errors, omissions, or inaccuracies. Each applicant must notify MBIE promptly upon becoming aware of any errors, omissions, or inaccuracies in its proposal or in any additional information provided by the applicant.

#### INDUCEMENTS

Applicants 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 funding process.

Business-as-usual communications (relating to any existing funding between MBIE and the applicant) will be maintained with the usual contacts. However, during the funding process, applicants must not use business-as-usual contacts to solicit or discuss details of this Fund with any person at MBIE or its agents, including the assessment panel members.

### OWNERSHIP AND INTELLECTUAL PROPERTY

This document and any other documents supplied by MBIE to any applicant remain the property of MBIE. All copyright and other intellectual property rights in this document and any documentation and other information provided to any applicant or any other person by or on behalf of MBIE in connection with this Fund will remain with, and belong at all times to, MBIE or its licensors. MBIE may request the immediate return of all documents supplied and any copies made of them at any time. Applicants must comply with any such request in a timely manner.

Any proposals or information supplied by applicants to MBIE will become the property of MBIE and may not be returned to applicants. Ownership of the intellectual property rights in a proposal does not pass to MBIE. However, in submitting a proposal, applicants grant MBIE a non-exclusive, non-transferable, perpetual licence to use, disclose, and copy their proposal for any purpose related to this funding process.

By submitting a proposal, applicants warrant that the provision of that information to MBIE, and the use of it by MBIE for the evaluation of their proposal and for any resulting negotiation, will not breach any third-party intellectual property rights.

#### CONFIDENTIALITY

MBIE will treat proposals as confidential, but applicants should be aware that MBIE is subject to the Official Information Act 1982 and may be required to release information supplied in proposals in accordance with that Act, or as otherwise required by law.

## THE PROPOSAL PROCESS

The following rights are reserved.

- > 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 this 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.
- > MBIE may amend the proposed contract at any time
- > This Call for Proposals process may be run in such manner as MBIE may see fit.

## NO CONTRACTUAL OBLIGATIONS CREATED

No contract or other legal obligations arise between MBIE and any applicant out of, or in relation to, this Fund or funding process, until a formal written contract (if any) is signed by both MBIE and the successful applicant.

This document does not constitute an offer by MBIE to provide funding or enter into any contract with any applicant. The request for and receipt of proposals does not imply any obligation on MBIE to contract for any funding requested in any proposal. MBIE will not be bound in any way until the funding agreement is executed. Any verbal communications made during the funding process will not be binding on MBIE and are subject to the terms of this document.

## NO PROCESS CONTRACT

This document does not give rise to a process contract.

## EXCLUSION OF LIABILITY

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 any applicant, its affiliates, or other person in connection with this document or the funding process. To the extent that legal relations between MBIE and any applicant cannot be excluded as a matter of law, the liability of MBIE is limited to \$1.

## COSTS AND EXPENSES

MBIE is not responsible for any costs or expenses incurred by applicants in the preparation of a proposal.

## GOVERNING LAW AND JURISDICTION

This document will be construed according to, and governed by, New Zealand law and applicants agree to submit to the exclusive jurisdiction of New Zealand courts in any dispute concerning this document.

## PUBLIC STATEMENTS

MBIE may make public the following information: the name of any applicant; the name of the organisation and any other parties participating in the project; the title, description and public statement of the proposed project; the total amount of funding applied for and awarded; the period of time for which funding has been requested; and the fact that the project has been funded from the Fund. Please note that any information you provide may be published on the MBIE website.

Applicants are requested not to release any media statement or other information relating to the process outlined in this document and the submission or approval of any proposal in any public medium without providing reasonable advance notice to MBIE. Successful applicants should ensure that they comply with the *UCM Communications and Brand Guidelines* prior to making any public announcement.

# 14 Submitting Your Proposal

You must submit your proposal to MBIE through the MBIE Investment Management System (IMS) portal – a secure, online space where you apply for funding.

The MBIE portal is at <https://ims.msi.govt.nz/myfirst/>

The proposal process through the MBIE Portal consists of three stages:

1. Registering for access to the MBIE Portal (only required if you do not already have access)
2. Preparing your proposal in the MBIE Portal
3. Submitting your proposal via the MBIE Portal.

## Registering for Access to the MBIE IMS Portal

If you have not used the MBIE portal before, you need to register and receive a user name and password and instructions for registration by return email.

To register, complete and email the registration form (see <http://www.mbie.govt.nz/info-services/science-innovation/investment-funding/how-we-invest/how-to-apply>) to [imssupport@mbie.govt.nz](mailto:imssupport@mbie.govt.nz).

If you have technical problems or questions about the MBIE Portal, please e-mail or call us at 0800 693 778. We are available Monday to Friday, from 8.30am to 4.30pm.

## Preparing your Proposal

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.

From the **Home** screen of IMS portal, click the **Project List** tab.

The screenshot displays the MBIE IMS portal Home screen. At the top left is the Ministry of Business, Innovation & Employment logo. The top right corner shows 'Test Person | Logout' and a search bar labeled 'Search project list'. Below the logo, there are navigation tabs for 'Home' and 'Project List'. A breadcrumb trail indicates 'You are here: Home'. On the left, there is an 'Applications menu' with 'Manage Users' listed. The main content area features a 'Hello User' greeting, a welcome message, and a list of instructions: '- Visit the MBIE or Callaghan Innovation website to access information on your funding process\*', '- Apply for funding', and '- Manage the end to end process of your application(s)'. A note states '\* Select the relevant website depending on the fund you are applying for.' Below this, the user's account details are shown: Name: Person, E-Mail Address: username@xtra.co.nz, and Address: (blank). There are two buttons: 'Edit my account details' and 'Change password'. At the bottom left, it says 'Recently viewed: PROP-48494-NSCSEED-REVTEST'. At the bottom center, there is a 'Privacy Policy' link and copyright information: 'Copyright 2016, Ministry of Business, Innovation and Employment. Release number: 0\_200\_10\_4'.

The IMS portal Home screen

Click the **New Application** button (*located to the right of the screen*).



On the resulting screen, choose **2017 Unlocking Curious Minds Fund – Local and National/Regional Grants** from the **Investment Process** field.



Complete the required fields with your data. We recommend that you familiarise yourself with the portal well before the deadline.

Mandatory fields are denoted by an asterisk (either red or black).

- > 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 proposal.

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

## Text Panels

You will be required to enter information into a text box in some sections.

Where there are text panels, there may be help text advising you what the word limit is. You must adhere to the limit specified. Note that 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 the text panel.

### TIPS FOR WRITING A GOOD PROPOSAL

- > Use the text panel's toolbar to format your entry, add hyperlinks and tables, and if applicable images.
- > Use Plain Text when copying and pasting into the portal.
- > 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. For example, "*Key end users, including but not limited to those listed in Section X will be invited...*".
- > Make images/pictures count. Saturating your proposal with images and picture may not necessarily improve the quality and detail of your proposal content.

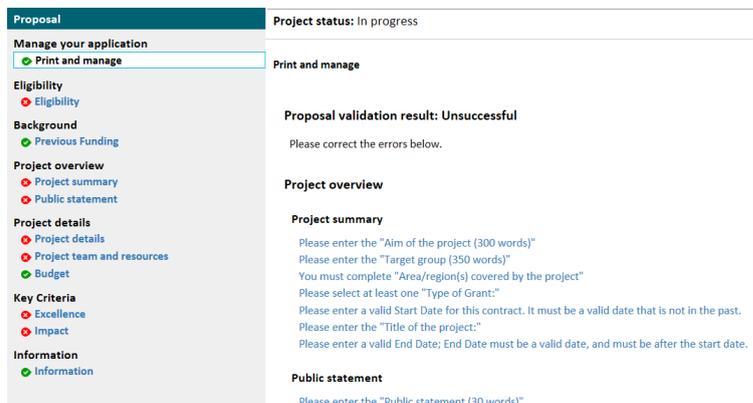
# 16

## Submitting your Proposal

When you have completed all sections, scroll to the top of navigation panel and click the **Print and submit** link.

Click the **Check my application before submission** button to run a validation check.

This check will verify the completeness of your application and will detect, if present, any missing content.



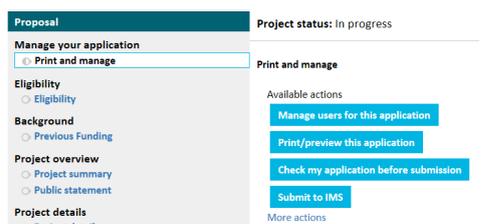
- > If the validation is successful, every section in the navigation panel is marked with the symbol .
- > If errors and/or incomplete fields are detected, these will display as:
  - light blue error message hyperlinks in the **Proposal validation result** section.
  - a  beside the relevant sections.

Click the first error message to open the section, make the required corrections/additions and click the **Save** button.

If applicable, repeat for other sections marked with .

Once you have corrected all of the errors and / or added all of the missing information, click the **Print and Submit** link then the **Check my application before submission** button again.

On achieving a successful validation, click the **Submit to IMS** button.



**CONGRATULATIONS.** Your fully completed and correct proposal has now been submitted to MBIE.

## Checking your Progress

Symbols alongside each section of the proposal allow you to easily check the completeness of your proposal.

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### THE SYMBOL INDICATES THE SECTION...

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	has not started.
	is in progress.
	contains invalid or incomplete fields.
	complete and valid.

---

# The Proposal Form

The Unlocking Curious Minds contestable fund proposal process is hosted through MBIE's online investment management system (IMS). Below is a summary of the questions that will be asked.

SECTION	SUB-SECTION	TITLE	DESCRIPTION	WORD COUNT
Eligibility	Eligibility	I can confirm that the applicant is a New Zealand organisation, citizen or permanent resident if applying for a local grant, or a New Zealand organisation if applying for a regional/national grant.	Tick to confirm.	
		Company or Trust Number	Organisations should enter your New Zealand Business Number (or Company Registration Number) or Charitable Trust Registration Number ,	
Background	Previous funding	Context	Detail all funding your organisation or members of your project team have received from the Unlocking Curious Minds contestable fund.  If no funding was received, state 'None'.	150
		Extension	If this proposal involves an extension or expansion of a previously funded project, please indicate this here and provide the name of the project.	50
		Evidence	If previous funding was received, please provide a summary detailing the impact of the previous project and how you went about demonstrating that impact. For projects funded during 2016, please also describe how you have used the survey materials provided by MBIE.	500
Project overview	Project summary	Total funding sought	Total excluding GST	
		Title of the project	Provide a title that identifies the nature of your research programme in no more than 12 words. Do not use acronyms or abbreviations.	12
		Project start date	Any date on or after 1 February 2017	
		Project end date	31 December 2017 <sup>2</sup>	
		Type of grant	Choose the type of grant you are applying for (i.e. Local Grant or Regional/National Grant)	
		Aim of the project	Set out the main reason for carrying out the project:  > what needs are you addressing and what will be the results  > how this differs from your business as usual activities.	300

<sup>2</sup> 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 project details section of the proposal.

SECTION	SUB-SECTION	TITLE	DESCRIPTION	WORD COUNT
<i>Project overview, contd</i>	<i>Project summary, contd</i>	Target group	<p>Clearly define the target group and type of activity. In this section:</p> <ul style="list-style-type: none"> <li>&gt; demonstrate that you understand the needs of the target group</li> <li>&gt; explain why you consider that this is a group with low engagement with science and technology</li> <li>&gt; how your proposed activity will be relevant to and benefit that group and New Zealand</li> <li>&gt; how many members of the target group will your project reach.</li> </ul>	350
		Area/region covered by the project	Select the region(s) where the project will operate and where participants are likely to come from ( <i>tick the box(es) that applies</i> ).	
	Public statement	Public statement	<p>Provide a statement about your project that can be released to the public.</p> <p>See <a href="http://www.curiousminds.nz/projects/">http://www.curiousminds.nz/projects/</a> for examples.</p> <p>Include what your project aims to do, how you will go about this and what outcomes you are looking for.</p> <p>Please do not include any sensitive information in this section.</p>	30
		Online presence	If you have an online presence for your project such as a website or social media accounts, please provide the links to these.	100
Project details	Project details	Description of the project	<p>In this section you should describe what you plan to do. You should set out a coherent strategy and plan including the key steps in your project and describe:</p> <ul style="list-style-type: none"> <li>&gt; the preparations you need to make including stakeholders you need to engage with, and the process you will follow to develop resources and supporting materials</li> <li>&gt; how you will ensure that you will maintain scientific rigour and accuracy in the delivery of the project</li> <li>&gt; the engagement methods you will use and explain how the project team has the right mix of skills and experience to connect with the target group</li> <li>&gt; how you will go about delivering the project including what specific actions you will take, and the sequence for these</li> <li>&gt; where and when you will deliver your project including the timeline that you will follow, and the delivery sites you plan to use.</li> </ul> <p>If your project involves activities that need to take place over the summer months and the project will need to finish in 2018 you should provide your proposed end date, and explain why this later date is necessary.</p> <p>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.</p>	750

SECTION	SUB-SECTION	TITLE	DESCRIPTION	WORD COUNT
Project details, contd	Project details, contd	Human and cultural ethical issues	Describe how you will ensure that you manage any human and cultural ethical issues that may arise in the conduct of your project	100
		Animal-related ethical issues	Describe how you will ensure that you manage any animal-related ethical issues that may arise in the conduct of your project	100
		Health and safety issues	Describe how you will ensure that you manage any health and safety issues that may arise in the conduct of your project	100
		How will you measure the success of your project?	Describe what you think success will look like and how you will measure it. Include: <ul style="list-style-type: none"> <li>&gt; the outcomes that you are seeking and the indicators that you will use to measure success</li> <li>&gt; the targets that you propose to use</li> <li>&gt; how you will measure progress in achieving the indicators</li> <li>&gt; how you will ensure that your monitoring approach uses the general survey questions for Unlocking Curious Minds.</li> </ul>	500
	Project team and resources	Project team	Enter the names, organisations and roles for the people involved in your project and include a brief CV for all those with a significant role in the project. The following is a description of the roles: <ul style="list-style-type: none"> <li>&gt; <i>Contact Person</i> – the liaison between MBIE and the project leadership.</li> <li>&gt; <i>Key Individual</i> – an individual with a significant role in the project.</li> <li>&gt; <i>Expert</i> – a science &amp; technology expert involved in the project.</li> <li>&gt; <i>Other</i> – a role that is significant, but does not fit into the above categories.</li> </ul>	
		Description of team	Name the people who will be involved in carrying out the project (including those from other organisations) and detail: <ul style="list-style-type: none"> <li>&gt; their skills, track record, experience with similar projects,</li> <li>&gt; ability to connect with the target group and strength of linkages with relevant partners.</li> </ul>	500
		Resources	Detail the resources that will be used to support delivery of the project. These resources can include written and online resources, equipment and facilities or sites.	500
	Budget	Requested funding	Enter the funding amount you are requesting. Funding for capital items is to be covered from co-funding. Do not include GST.	
		Co-Funding	Enter the amount you are being co-funded. This must be 20% (or more) of the total cost of the project required for Regional/National grants.	

SECTION	SUB-SECTION	TITLE	DESCRIPTION	WORD COUNT
<i>Project details, contd</i>	<i>Budget, contd</i>	Description of co-funding	If applicable, include the source and type (either "Cash" or "In kind") of any co-funding being received and detail: <ul style="list-style-type: none"> <li>&gt; The amount (excluding GST), and</li> <li>&gt; What it will be used for.</li> </ul> Note that capital items should be funded from this co-funding.	200
		Expenditure	Your expenditure should equal the total income (made up of funding sought from MBIE and co-funding).	
		Personnel cost	GST exclusive amount.	
		Materials and consumables	GST exclusive amount.	
		Travel	GST exclusive amount.	
		Accommodation	GST exclusive amount.	
		Other	GST exclusive amount.	
		Description of Expense	If necessary, enter additional information to explain the expenditure.	150
Key criteria	Excellence	Describe how your project will meet the excellence assessment criterion.	Address all of the matters referred to under the 'Excellence' criteria for the fund.	750
	Impact	Describe how your project will meet the impact assessment criterion.	Address all of the matters referred to under the 'Impact' criteria.	750
Information	Information	How did you hear about the Unlocking Curious Minds contestable fund? Tick as many boxes as apply.	<ul style="list-style-type: none"> <li>&gt; Curious Minds website: <a href="http://www.curiousminds.nz">www.curiousminds.nz</a></li> <li>&gt; Ministry of Business, Innovation and Employment's website: <a href="http://www.mbie.govt.nz">www.mbie.govt.nz</a></li> <li>&gt; An email notification from the Ministry of Business, Innovation and Employment</li> <li>&gt; An email notification from another Government agency</li> <li>&gt; Through social media (<i>for example Facebook, Twitter</i>)</li> <li>&gt; A work colleague</li> <li>&gt; My school</li> <li>&gt; A community group</li> <li>&gt; My family or friends</li> <li>&gt; Other</li> </ul>	

When all sections are complete, print and submit your proposal from the portal's **Print and manage** section.



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INNOVATION & EMPLOYMENT  
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