# 

Sustainable Land Management and Climate Change (SLMACC) Research Programme Funding Round 2019/20 Application Form

Please note that some of the details from this application form will be transferred to the funding agreement.

All applications must be submitted by 3pm 14 June 2019 to [funding@mpi.govt.nz](mailto:funding@mpi.govt.nz)

## SECTION 1: PROJECT SUMMARY

|  |  |
| --- | --- |
| 1.1 Full Title | |
| Please state the full title  *(25 word limit)* |  |

|  |  |
| --- | --- |
| 1.2 Project Topic |  |
| Please state the Priority Number and Priority Name that you are addressing in this application. Refer to the SLMACC Research Themes and Project Topics document or the SLMACC Application Guidelines | |
| Priority Number |  |
| Priority Name |  |

|  |  |
| --- | --- |
| 1.3 Amount of MPI Funding Requested | |
| Please enter the total amount of MPI funding being requested | $ |

|  |  |
| --- | --- |
| 1.4 Executive Summary | |
| Please state an executive summary to be used on the website and for ease of panel identification  *(100 word limit)* |  |

|  |  |
| --- | --- |
| 1.5 Project Duration  Please note these are anticipated dates. Final dates will be confirmed during contracting of successful applications. Note that the earliest possible date projects are expected to start is late August 2019. Projects can run for a 12 or 24 month period, depending on the priority, which means they can cross over financial years. | |
| Expected start date |  |
| Expected finish date |  |

## SECTION 2: APPLICANT DETAILS

|  |  |
| --- | --- |
| 2.1 Organisation Details | |
| Full legal name |  |
| What type of company/organisation are you? |  |
| Trading name if different from above |  |
| Address of registered office |  |
| Postal address (if different from above) |  |
| Phone number of organisation |  |

|  |  |
| --- | --- |
| 2.2 Contact Details  The lead institution for the application (for example, the organisation that would hold the contract for the project, referred to as “the Provider”) must nominate one person as the key contact person responsible for the application. MPI will correspond with this person on contractual and administration details. A technical liaison contact must also be nominated for MPI to correspond with on technical details of the proposal.  **Please ensure these details are correct as they will be directly input into the contract.** | |
| 2.2a Key Contact Person (Contract Manager) | |
| Name (title, first name, last name) |  |
| Company name |  |
| Position/Job Title |  |
| Postal address |  |
| Telephone |  |
| Email address |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2.2b Technical Liaison | | | | |
| Name (title, first name, last name) | |  | | |
| Company name | |  | | |
| Position/Job Title | |  | | |
| Postal address | |  | | |
| Telephone | |  | | |
| Email address | |  | | |
| 2.3 Providers profile  In this section if a question is not applicable to your organisation please state “N/A”. | | | | |
| Provide a brief summary of the services you provide. |  | | | |
| Please provide details of any relevant insurances that the applicant currently has in place. Please state insurer, minimum cover and maximum excess. | **Policy Type** | | **Minimum Cover** | **Maximum Excess** |
| [Professional indemnity] | | $ | $ |
| [Public liability] | | $ | $ |
| [other e.g. Directors and officers] | | $ | $ |
| Is your organisation currently involved in any pending or threatened litigation or regulatory inquiries relating to matters that could have an impact on your operations or alleged violations of law?  If yes, please provide details. |  | | | |
| Will your company complete a health and safety plan and/or a risk management strategy for identifying any potential hazards in relation to this contracted work? | Yes No | | | |
| Name of auditor and date of last independent audit. |  | | | |
| How long have you been in business? |  | | | |
| Is your organisation subject to insolvency, bankruptcy or liquidation proceedings including receivership and/or voluntary administration?  If yes, please provide details. | Yes No | | | |
| Do you intend to subcontract any part of the services? If so, please provide names of the sub-contractors, organisation name and what services they will be providing. |  | | | |
| Do you have any direct or indirect conflicts of interest or potential conflicts of interest in providing the required services? If so, please provide details and how you propose those conflicts to be managed (you may include attachments for this question). |  | | | |
| Have you delivered SLMACC projects before? If so what were they? |  | | | |

|  |  |
| --- | --- |
| 2.4 Acceptance of contractual terms and conditions | |
| If selected by MPI, providers are required to confirm acceptance of the standard contract template, as provided. *(Please highlight one)* | ACCEPTANCE IN WHOLE   |  |  | | --- | --- | | YES | NO | |

|  |  |
| --- | --- |
| 2.5 Submission of full application  The provider offers to supply goods and services to MPI on the basis of this proposal which, if accepted in writing by MPI, will become the basis of the contract to be entered into between the provider and MPI.  The person signing this response must be authorised to make the commitments set out in this proposal on behalf of the organisation. | |
| Name of person authorising this response |  |
| Title |  |
| Signature |  |
| Date |  |

## SECTION 3: PROJECT DESCRIPTION, MILESTONES AND DELIVERABLES

|  |
| --- |
| 3.1 Project Background  The project background should provide details on the state of knowledge in the field of work relevant to this application. It should also cover relevant work underway internationally and nationally. Please also include any previous work carried out by this project team relevant to the application, including any preliminary date. The background should clearly indicate how this project fits in with current knowledge. Where applicable, please provide the hypothesis the project is addressing and how the background relates to the hypothesis. |
| *Length guide - Maximum 3 pages, not including references. These should be listed in Section 3.3 of this application form.* |

|  |
| --- |
| 3.2 Project Proposal (Objectives and Methodologies)  The project proposal should provide a clear statement of the work to be undertaken and must include:   * Objectives being tested for the proposed work and expected significance of each objective. The objectives must be specific, measurable and achievable and must relate clearly to the particular challenge the project is responding to. * Relationship of objectives to each other. * For each objective, outline the general plan of work, including the outcomes and the broad design of activities to be undertaken. * For each objective, provide a clear description of experimental methods and procedures (methodology). Key areas to address are: (i) what is being carried out; (ii) why it is being carried out; (iii) when it is being carried out; (iv) how it is being carried out; and (v) who is carrying it out. Note: This should include experimental design and statistical analysis (where appropriate). State which project milestone(s) each objective relates to. * For proposals that are not experimentally focused, a clear description of the work undertaken to achieve the objectives should be provided. If a standard methodology is used across multiple objectives please only detail methodology once and note which objectives it applies to. * The use of flow diagrams will greatly help the Technical Assessment Panel to assess this section. * This section should also provide a clear description of how this proposal is ADDITIONAL to work already being undertaken or planned or how the outcomes or methodologies of the project are new or novel. Projects will not be funded if they are simply replacing funding from elsewhere. * Where projects are an extension of an existing project, it is vital that it is made clear how this funding is resulting in research outcomes that were not originally planned and would not have otherwise been achieved. * Projects can also be additional by utilising new or novel technology or methodologies, or utilising existing technologies and methodologies in new or novel ways. Please detail this if it applies to your project.   Regarding how the results of the project will be communicated broadly to enhance scientific, technological and farmer understanding; and potential benefits of the proposed activity, these should be included in your response to the questions in Section 6 of this form. |
| *Length guide - Maximum 10 pages, including charts, flow diagrams, maps, and photographs if applicable. This page limit does not include references. These should be listed in Section 3.3 of this application form* |

|  |
| --- |
| 3.3 Bibliography  Please provide a bibliography of all references cited in Section 3.1 and 3.2. |
| *Length guide - Maximum 2 pages.* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 3.4 Alignment with strategic goals  Please describe how this proposal aligns with the strategic goals of New Zealand and international collaborating countries included in this proposal. Also describe what the synergies are between this proposal and the strategic goals and how you will avoid duplication. | | | | |
| *Length guide - Maximum 2 pages.* | | | | |
| 3.5 Project deliverables and milestone timetable  List all significant events that lead to the project being successfully delivered (i.e. completion of the project’s outcomes or objectives). List between 1 to 4 milestones per reporting year depending on your project.  Note: Funding payments will be made on the successful completion of a milestone. Evidence of milestone completion will be required in the required milestone reports as part of any contract. Please ensure that the payment dates below match your planned cash flow for the project.  Please include into your budget and milestones:   1. a peer reviewed journal article in an open access journal 2. completed plain language fact sheet for the Climate Cloud   **Please ensure these details are correct as they will be directly input into the contract.** | | | | |
| **No.** | **Milestone Description** | **Milestone completion date** | **Evidence of milestone completion** | **SLMACC funding** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |
| **7** |  |  |  |  |
| **8** |  |  |  |  |

## SECTION 4. ABILITY TO DELIVER RESULTS

|  |  |
| --- | --- |
| 4.1 Potential risks  Please identify and provide details on any risks that may lead to the failure of the project and the process that will be put in place to mitigate those risks.  *(Please add as many rows as you need)* | |
| **Risk** | **Action to mitigate** |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| 4.2 Project Team  Please provide details on the project team who will be responsible for delivering this project. A 1 page CV including the latest five publication relating to the research topic should be attached for each key researcher in the project team. |
| *No limit.* |

|  |
| --- |
| 4.3 Specific authorisations  Please provide details on any consents, approvals (including all ethics approval), licences and permits required to carry out the proposal and clearly identify who is responsible for obtaining these. All authorisations for project work carried out in a particular country relating to that country needs to be detailed here.  Note: It is the responsibility of the project team to obtain and keep up-to-date all specific authorisations. |
| *No limit.* |

|  |  |
| --- | --- |
| 4.4 Dependencies  Please identify and provide details on any other factors external to the project team that may affect your ability to deliver the proposed outcomes (and that have not already been identified in Sections 5.1 to. 5.3). For example, if input or approval is required from some other person/entity or MPI, or if specialist resource if required and not yet confirmed. | |
| Dependency | Person or organisation responsible |
|  |  |
|  |  |
|  |  |
|  |  |

## SECTION 5: ANTICIPATED USE OF THE RESEARCH RESULTS/OUTPUTS

|  |
| --- |
| 5.1 Use of results  The results of the project unless directed at a specific policy question need to be communicated broadly to end-users to enhance scientific, technological and farmer understanding. End-users can be individuals or groups and they can be either immediate or future end-users, depending on which stage in the development process the project is at.  Please clearly state:   * What the next steps of this research are if the results (as identified in 3.2) are successful. * What the end results will be eg report. model, fact sheets, poster, conference paper, software, technology etc * All possible immediate and future end-users of the results of this project. * How the results of the research will be used by the identified end-users (if not already covered above). * Details of potential benefits of the proposed project, including economic, social or environmental benefits to the general public, wider scientific community, councils, farmers, producers, etc. |
| *Maximum 2 pages.* |
| **5.2 Extension process**  It is important to identify the actions that may be required at each stage to transfer the information developed from the project. For applied projects with identified technologies, please use this section to provide a statement of the proposed extension process.). Steps in the process and examples of the metrics that you may use to monitor the progress of technology transfer should be included. Refer to Over the Fence Handbook for information relating to effective extension programme design:  <https://mpigovtnz.cwp.govt.nz/dmsdocument/9920/send> |
| Complete the extension template provided on the website |

|  |
| --- |
| 5.3 Communication of results/outputs  Please provide as part of the extension plan how the project team will communicate the project results/outputs to the end-users to enhance scientific, technological and/or farmer understanding. Where applicable, please show how end-users will be involved in the process of achieving the desired project outcomes i.e. co-innovation. Also indicate how MPI as funder will be presented with draft and final results and reports of the project. Communication of results to external stakeholders should be approved by MPI As well as a full report a plain English summary report suitable for communicating results more broadly to stakeholders should be produced. This will be included on the [www.Climatecloud.co.nz](http://www.Climatecloud.co.nz) website. Any research published in peer reviewed literature should preferably be ‘open access’ with any costs included in the budget. |
| *Include in your extension design template referred* |

## 

## SECTION 6: PROJECT BUDGET

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Funding:  We also require a detailed project costing sheet. | | | | |
| Project Income Statement | | | | |
|  | Contributions for each financial year (FY) (1 July to 30 June) | | | |
| Income | FY1 | FY2 | FY3 | Total\* |
| 2019/2020 | 2020/2021 | 2021/2022 | FY 1+2+3 |
| A. Cash contributions |  |  |  |  |
| SLMACC Funds requested (this fund) |  |  |  |  |
| Other Central Government Funds (state names) |  |  |  |  |
| Community Contribution (state names) |  |  |  |  |
| Other Source 1 |  |  |  |  |
| Other Source 2 |  |  |  |  |
| Other Source 3 |  |  |  |  |
| Other Source 4 |  |  |  |  |
| Other Source 5 |  |  |  |  |
| Total A: Total Cash Contributions |  |  |  |  |
|  |  |  |  |  |
| B. In-kind Contributions |  |  |  |  |
| Community Contribution (state names) |  |  |  |  |
| Contributor 1 |  |  |  |  |
| Contributor 2 |  |  |  |  |
| Contributor 3 |  |  |  |  |
| Contributor 4 |  |  |  |  |
| Contributor 5 |  |  |  |  |
| Total B: Total In-kind Contributions |  |  |  |  |
|  |  |  |  |  |
| Total C: Total Contributions |  |  |  |  |

\*Please note that as we are funding 12 month projects, it is possible that the funding required will be covered in two financial years.

## SECTION 7: CO-FUNDING AND IN-KIND

|  |
| --- |
| Science providers may wish to contribute co-funding in cash or in-kind. This might involve associating the project with an existing project.  Written confirmation from each source of the co-funding (whether cash or in-kind) **must** be appended to the full application. This must state the name of the research programme the co-funding is associated with (if applicable) and the organisation providing the co-funding; the total value of the co-funding; the duration it is confirmed for; whether it is cash or in-kind;, and any specific deliverables/outputs it is tagged to. Applications that do not include written confirmation of co-funding will be considered incomplete and may not be assessed. |

|  |
| --- |
| 7.1 Cash co-funding for personnel and operating costs  Section 7.1a: Please provide details of any personnel and/or operating costs covered by cash co-funding. For each objective, this should include:   * The name of the individual/s or details of the operating cost. * Their organisation and the role that each person has in the project (please clearly identify any students or post-doctoral positions covered), or the organisation the operating cost applies to. * The total cost of each individual or operating cost. * The source of the co-funding.   Examples of operating costs are; flights, food, accommodation, laboratory costs, etc. |

|  |  |  |  |
| --- | --- | --- | --- |
| 7.1a Cash co-funding for personnel and operating costs | | | |
| Name/Cost | Organisation and role | Total costs ($) | Source of co-funding |
| ***Milestones*** | | | |
|  |  |  |  |
|  |  |  |  |
|  | Contributor 1 | Contributor 1 | Contributor 1 |
|  | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## SECTION 8: INTELLECTUAL PROPERTY

|  |
| --- |
| Intellectual Property Management Plan  Please provide an Intellectual Property (IP) Management Plan for this project. This Plan should reflect the project team’s approach to managing IP throughout the project. The Plan will form the basis of an agreed plan between MPI and the provider, and will ultimately be reflected in the formal contract for the project. It should include an overview and details on IP considerations specific to the proposed project covering:   * Confidential Programme/ Project information. * Background IP. * Programme/ Project IP. * Commercialisable Programme/ Project IP. * Non-commercialisable IP. * Nationally significant databases or collections.   It should also clearly explain how any Programme/Project IP developed using multiple sources of funding would be handled.  For commercialisable IP, the plan should also include proposals for which party or parties would be responsible for registering and funding the registration of patents and any other registerable forms of IP, and a timetable for this. MPI should be notified as early as possible of any potential commercialisable IP.  Please refer to Schedule 2 of the Standard Contract template for MPI’s terms and conditions relating to IP and to Schedule 3 of the Standard Contract template for MPI’s general approach to IP. Note that aspects of these may require negotiation between the contracting parties as a result of factors such as co-funding arrangements. An agreed IP plan between MPI and the project team will be required before the contract can be signed. This will include a register of background IP. |
| ***Maximum 2 pages.*** |

# 

# Section 9 – Declaration

|  |
| --- |
| * **If you are registering as a company, please have at least two directors sign the declaration.** * **If you are registering as a trust, please ensure all trustees sign the declaration.** * **If you are registering as a partnership, please ensure all partners sign the declaration. Included persons do not need to sign this form.** * **If you are registering as a limited partnership, please ensure all general partners sign the declaration.** |

## I declare that:

* The information I have given on this application is true and correct.
* I am authorised to provide this information and make this decision.
* I have informed the person/ organisations listed that they have been included in this application.

|  |  |  |  |
| --- | --- | --- | --- |
| Full Legal Name  (Please PRINT) | Position | Signature | Date |
|  |  |  | / / |
|  |  |  | / / |
|  |  |  | / / |
|  |  |  | / / |
|  |  |  | / / |
|  |  |  | / / |

If there are more signatories than space provided, make further declarations below.

The information that has been provided in this application will be treated as being provided commercially in confidence.