



**CATALYST
FUND**
SEEDING

Catalyst Fund Reviewer

Expression of Interest
2025



MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT
HĪKINA WHAKATUTUKI

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New Zealand Government

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Expressions of Interest for Catalyst Fund Reviewers

Royal Society Te Apārangī (the Society) is calling for expressions of interest (EOI) from experienced researchers/individuals who wish to assist with the assessment of proposals submitted to:

- Catalyst: Leaders
- Catalyst: Seeding

The Society maintains a pool of expert reviewers that can be called upon to review proposals for calls submitted to the above Catalyst Fund funding streams.

For more detailed information on the funding opportunities the review activity supports, refer to the Catalyst Fund page on the Society's website:

<http://royalsociety.org.nz/what-we-do/funds-and-opportunities/catalyst-fund>

He whakamārama Background

The Catalyst Fund supports activities that initiate, develop and foster collaborations leveraging international science and innovation for New Zealand's benefit. It targets investment in leadership, influence, seeding and strategic cooperation through four funding streams. The Society, on behalf of MBIE, administers a number of opportunities in the funding streams Catalyst: Leaders, Catalyst: Seeding, and Catalyst: Influence. MBIE provides the funding opportunities under Catalyst: Strategic.

Requests for proposals to Catalyst: Leaders and Catalyst: Seeding will be made three times each calendar year in Kotitātea January, Paenga-Whāwhā April, and Hōngongoi July.

Te mahi a ngā kaiarotake Role of Reviewers

Reviewers are essential to the Catalyst Fund assessment process. Significant funding decisions will be made based on your assessment. As an independent expert, you are asked to grade and comment on the proposals assigned to you in a given call. All proposals will be reviewed remotely and there is no requirement to attend a meeting in person. Supporting materials, including scoring sheets, for the funding rounds will be supplied by the Society to help you complete the activity.

- All Catalyst Fund panellists used by the Society will be listed on our website
- The Society aims to allocate a **maximum of 22 proposals** to each reviewer, and that the review activities will not take more than one day to complete.
- The main content of each proposal is presented in 3-5 pages. The total length, including CVs, letters of support, etc., is 15-20 pages, depending on the programme. Consequently, most applications can be assessed within 30 minutes or less.
- Reviewers are responsible for carrying out the evaluation of the proposals. Delegating the work to another person is not permitted.
- Reviewers may be asked to review applications that are outside their specific field of research.
- Reviewers must not give feedback to applicants.

Benefits of Reviewing

Serving as a reviewer provides an opportunity for experienced researchers to gain insights into the [Catalyst: Leaders](#) and [Catalyst: Seeding](#) assessment processes. While reviewers are bound by confidentiality and must not discuss the merits of individual proposals, they can bring knowledge of the processes back to their research communities. The Royal Society Te Apārangi pays an honorarium of \$200 per round reviewed. The support of the funding selection process is a valued service to the scientific community.

Requested Reviewer skills and experience

Reviewers shall be chosen based on their skills, experience and expert knowledge.

Prospective reviewers are expected to have one or more of the following credentials:

- a high level of professional expertise in a relevant field of science, technology or the humanities, and accompanying capacity to assess applications from a broad variety of research disciplines;
- understanding the key attributes that underpin high-performing international research collaborations;
- understanding the Government’s strategic priorities for New Zealand research.

Honoraria for Catalyst reviewers

From 01 July 2023, Royal Society Te Apārangi acknowledges Catalyst: Seeding and Catalyst: Leaders review activities deemed to take a day or more to complete by an honorarium of \$200 per round reviewed. For more information, please see [Honoraria for Catalyst Seeding and Leaders Reviewers](#).

Wātaka Timeline

Tabled below is the calendar of events for the 2025 Catalyst Fund ‘Call for Proposals’ and associated review activities. Each call includes programme activities in both Catalyst: Leaders and Catalyst: Seeding. For more information on included programmes, please refer the Society’s [Catalyst Fund](#) website.

2026 Activity	Catalyst Seeding Call for Proposals		
	Kohitātea January Call	Paenga-whāwhā April Call	Hōngongoi July Cal
Call for proposals via Catalyst Portal	29 January	30 April	30 July
Reviewer EOI closing date for current Catalyst Call	1 April	2 July	1 October
Catalyst application closing date	23 April	23 July	22 October
Notification of selected Reviewers	No later than 30 April	No later than 30 July	No later than 29 October
Reviewer briefing video conference (10-11 AM)	30 April	30 July	29 October
Collated applications forwarded to Reviewers	30 April	30 July	29 October
Deadline for Reviewer’s submission of grades	2 June	31 August	30 November
Award announcement	11 June	10 September	10 December

Table 1: Calendar of events for the 2026 Catalyst: Leaders and Catalyst: Seeding RFPs and review activities

Appointment of Reviewers

A pool of potential reviewers will be identified through an open call for EOIs. The Society will concurrently approach candidates to complement the required skill sets in the pool.

In appointing reviewers, the Society will aim to achieve:

- the highest quality of panel composition;
- representation of different skill -sets and expertise;
- representation of different organisation types;
- representation of different research specialties;
- minimal conflicts of interest in the review panels; and,
- equity and diversity¹.

Selected reviewers will be advised in writing no later than a week after the closing date for each active RFP. An appointment letter will be issued, which will include a confidentiality agreement and conflict of interest declaration for signing.

Submitting an Expression of Interest

Interested individuals are invited to download the [EOI, Statistical Information forms and a CV template](#) (on New Zealand RS&T format) and submit them to: International.Applications@royalsociety.org.nz.

An EOI can be submitted to the Society at any time. However, to be considered for the active call, nominations must be received no later than 3 weeks prior to the call's closing date (see Table 1).

Mō ētahi atu mōhiohio More information

For more detailed information on the funding opportunities the review activity supports, refer to the [Catalyst Fund](#) webpage.

For any queries or further information, please contact Royal Society Te Apārangi Research Funding (International) team at: International.Applications@royalsociety.org.nz

¹ Follow the link for more information on [diversity](#)



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