

# Royal Society Te Apārangi

## Expression of Interest Guidelines for Catalyst Fund Reviewer

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### Expressions of Interest for Catalyst Fund Reviewers

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

- Catalyst: Leaders
- Catalyst: Seeding

The Society aims to establish 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/>

## 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 January, April, and July.

## Role of Reviewer

Reviewers are essential to the Catalyst Fund assessment process. Significant funding decisions will be made on the basis of your assessment. As a Reviewer, you will be asked to grade and comment on all proposals submitted to you as reviewer. 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, but are not expected to give feedback to applicants.

- The Society endeavours to ensure that each reviewer will review a **maximum of 25 proposals**, and that the review activities will not take more than one day to complete.
- Each proposal is between 15-20 pages long with the principal content contained within 3-5 pages depending on the programme applied for (excluding CVs, letters of support, etc.). Consequently, we expect few applications will take longer than 30 minutes to assess.
- 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.

## 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 are not in a position to discuss the merits of individual proposals, they can bring knowledge of the processes involved back to their research communities.

No honorarium is anticipated.

## Requested Reviewer skills and experience

Independent Reviewers shall be chosen on the basis of skills, experience and knowledge appropriate to carry out the tasks assigned to them.

Prospective independent 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.

## Timeline

Tabled below is the calendar of events for the 2020 Catalyst Fund 'Request for Proposals' (RFP) and associated review activities. Each call includes programme activities in both Catalyst: Leaders and Catalyst: Seeding. For more information on included programmes, please refer to our [website](#).

2020 Activity	Catalyst RFP		
	January Call	April Call	July Call
Request for proposals (RFP) via Catalyst Portal	30 January	30 April	30 July
Reviewer EOI closing date for current Catalyst RFP	2 April	25 June	24 September
Notification of selected Reviewers	No later than 30 April	No later than 23 July	No later than 22 October
Catalyst application closing date	23 April	16 July	15 October
Collated applications forwarded to reviewers	30 April	23 July	22 October
Deadline for reviewers submission of grades	<b>25 May</b>	<b>17 August</b>	<b>16 November</b>
Award announcement	2 June	1 September	1 December

**Table 1: Calendar of events for the 2020 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 ensure the pool of candidates enables the review groups to appropriately cover the required skill sets.

In appointing reviewers, the Society will aim to achieve as far as possible:

- the highest quality of panel composition;
- reasonable spread across different skill-sets as outlined in the criteria;
- reasonable spread across different organization types;
- reasonable spread across different research specialties;
- minimal conflicts of interest in the review panels; and,
- consideration to equity and diversity<sup>1</sup>.

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 form and a CV](#) (on New Zealand RS&T format) and submit them to [International.Applications@royalsociety.org.nz](mailto: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 closing date for an active Catalyst call (see Table 1).

## More information

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

For any queries or further information, please contact the Society's Research Funding (International) team at: [International.Applications@royalsociety.org.nz](mailto:International.Applications@royalsociety.org.nz)

<sup>1</sup> For more information on [diversity](#)