



**CATALYST
FUND**
SEEDING

Catalyst: Seeding

Ngā Aratohu Guidelines

Kotitātea January 2022



MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT
HĪKINA WHAKATUTUKI

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TE APĀRANGI

Te Kāwanatanga o Aotearoa
New Zealand Government

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Note

- Please note that this document will be released three times a year: Kotitātea January, Paenga-whāwhā April and Hōngongoi July.
 - Information on open programmes is updated at each call release.
 - Application Templates are available for downloading via the Catalyst: Portal, please contact your Research Office for a URL Link to the Catalyst: Portal.
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Hītori Putanga Version History

Version	Date	Change
19.0	January 2022	Updated information on open programmes

He Whakamārama Background

International science and innovation connectivity provides an opportunity to drive increasing excellence and the potential for impact of New Zealand science.

The Catalyst Fund supports activities that initiate, develop and foster collaborations leveraging international science and innovation for New Zealand's benefit. Taking a multi-institutional approach is an important element of creating benefit for New Zealand and meeting the aims of the Catalyst Fund. The Catalyst Fund is delivered through four instruments: Influence, Leaders, Seeding and Strategic.

On behalf of the Ministry of Business, Innovation and Employment (MBIE), Royal Society Te Apārangi (the Society) administers Catalyst: Seeding.

Ngā Whāinga Objectives

Catalyst: Seeding facilitates new small and medium pre-research strategic partnerships **that cannot be supported through other means**, and with a view to developing full collaborations that could be supported through Catalyst: Strategic over time.

The objectives of Catalyst: Seeding

- To enhance knowledge creation in New Zealand by linking with world-class international research groups, infrastructure and initiatives.
- To create enduring international science partnerships for New Zealand by providing multiple scale pre-research collaboration and a line of sight through to the Catalyst: Strategic Fund.

Up to \$0.56M (GST exclusive) is available for investment through Catalyst: Seeding in the January 2022 call.

Catalyst: Seeding programmes open (January 2022)

- Catalyst Seeding General

Whakapā mai Contact

For any queries, please contact Royal Society Te Apārangi:

Research Funding (International)

Royal Society Te Apārangi

PO Box 598 | 11 Turnbull Street, Thorndon, Wellington 6011

Phone: +64 4 470 5756 | +64 4 470 5764

Email: International.Applications@royalsociety.org.nz

Ngā Whai Wāhitanga Tuku Pūtea Funding Opportunities

Catalyst: Seeding provides funding for a number of pre-existing and new sub-programme calls, which support its objectives and the outcomes of the Catalyst Fund. An overview of included programmes and key dates are given in the tables below.

TABLE 1: Annual Call timeline

Call	Open Date	Close Date	Programmes
January	27 January 2022	14 April 2022	<ul style="list-style-type: none"> General
April	28 April 2022	21 July 2022	<ul style="list-style-type: none"> General New Zealand – Germany Science & Technology Programme Dumont d’Urville NZ-France Science & Technology Support Programme*
July	28 July 2022	20 October 2022	<ul style="list-style-type: none"> General New Zealand – Japan Joint Research Projects

Please note: Information on open programmes is updated at each call release.

TABLE 2: Catalyst: Seeding Programmes

Programme	Partner	Application(s) Required	Allowable expenses	NZ\$ Funding (excl. GST)
General	International	New Zealand	Travel, research expenses, expenses related to hosting workshops	Up to \$80,000 in total for up to two years
Sub-Programme				
New Zealand – Germany Science & Technology Programme	Germany	New Zealand and Germany	Travel, research expenses, expenses related to hosting workshops	Up to \$80,000 in total for up to two years
Dumont d’Urville NZ- France Science & Technology Support Programme	France	New Zealand and France	Travel, research expenses, expenses related to hosting workshops	Up to \$80,000 in total for up to two years
New Zealand – Japan Joint Research Projects	Japan	New Zealand and Japan	Travel, research expenses, expenses related to hosting meetings	Up to \$60,000 in total for two years

Ngā Whakamāramatanga Hira Key Definitions

Applicant means the New Zealand-based research organisation submitting the Catalyst Proposal.

Call means the request for proposals for specific Programmes or Sub-Programmes, as outlined in *Table 1: Annual Call timeline*.

New Zealand Principal Investigator (PI) means the New Zealand individual nominated by the Applicant, who is responsible for the proposed activity if awarded funding.

Collaboration Partner means the international researcher (and New Zealand researcher(s) from organisations other than the Applicant organisation if applicable) collaborating with the Principal Investigator.

International researcher means an overseas-based researcher who is not employed by a New Zealand research organisation(s).

Partner Institution means the international research organisation (and New Zealand organisation other than the Applicant organisation if applicable) of the Collaboration Partner.

Programme (or Sub-Programme) means the individual funding opportunity within Catalyst: Seeding, identified in *Table 2: Catalyst: Seeding Programmes*.

Project means the unique research collaboration proposed by the Proposal.

Project Team means the Principal Investigator, Collaboration Partner and supporting individuals collectively identified in the Proposal as critical to the success of the Project.

New Zealand Project Team means the New Zealand based individuals, including the New Zealand Principal Investigator, identified in the proposal as critical to the success of the Project.

Proposal (or Application) means the application submitted by the Applicant to Catalyst: Seeding.

Research Organisation means an organisation that has internal capability to carry out substantive research, science, technology or related activities. Public service departments as listed in [Schedule 1 of the State Sector Act 1988](#) are not eligible to apply under the Catalyst Fund.

Ngā Whakaritenga Āheinga Eligibility Requirements

- The Proposal must be made by a New Zealand-based research organisation or a New Zealand-based legal entity representing a research organisation, unless otherwise agreed by the Society.
- The New Zealand PI must be employed at a New Zealand research organisation.
- Only one Proposal per Project will be accepted to any single Call, in other words, Applicants must not submit the same Project Proposal to both a Sub-Programme and to a General call. New Zealand Applicants must not submit multiple Proposals to Catalyst: Seeding based on the same Project.
- Should the same New Zealand Project Team decide to submit more than one Project they must demonstrate significant differences between those Proposals. If a New Zealand Project Team submits multiple Proposals based on the same project, all Proposals for that project will be deemed ineligible.
- The Proposal clearly identifies with a research field within research, science and technology.
- Complete Proposals including all supporting documents, must be submitted by 5.00pm (NZST) on the closing date as indicated in Table 1: Annual Call timeline. No late Proposals or supplementary documentation will be accepted.
- For Sub-Programmes, in addition to meeting the general eligibility requirements, the Proposal must also meet all specific eligibility criteria, listed in the Information on open programmes section at the end of these guidelines.

Whakakape Disclaimer

All Programmes are subject to Budget decisions, no particular level of funding is guaranteed and all commitments made or implied in the guidelines are subject to suitable appropriations being made by the New Zealand and, where applicable, partner Governments.

He Aratohu Tono Application Guidance

ORCID

Each named investigator can add or create an ORCID ID in the “People” section of the Catalyst: Portal. ORCID IDs are encouraged but are not mandatory. Please click on the “Create or Connect your ORCID ID” button on the top right of the “Contact Details” section and follow instructions.

Refer to **section 1** of the Application.

Collaboration Partner

Only ONE Collaboration Partner per Partner Institution should be entered under section 3. Additional Project Team members (as part of a Catalyst: Seeding application), and their role in the Project, can be entered under the Roles section in the application template (section 13). If the Project involves collaboration with more than one Partner Institution, a Collaboration Partner must be added for each Partner Institutions.

Fields of Research

Proposals will be considered from all fields of research, science and technology (including social sciences and the humanities) unless otherwise specified in the specific Sub-Programme requirements. Refer to section 4 of the Application.

As part of the Society's obligations under New Zealand Research Information System (NZRIS), the Society is required to report the share of each Field or Research (FOR) and Socio-Economic Classification (SEO) codes to the proposed research, and the type of Research Activity.

FOR and SEO codes

Please additionally indicate the % share of each FOR and SEO code to the proposed research. The shares should add up to 100%.

Type of Research Activity

The default Research Activity setting on the portal for each proposal is "Basic" and set to 100%. This can be changed if required. If no change is required, no action is needed.

The four activities are:

- **Pure basic research:** Basic research carried out for the advancement of knowledge, without seeking long-term economic or social benefits or making any effort to apply the results to practical problems or to transfer the results to sectors responsible for their application.
- **Strategic basic research:** Experimental and theoretical work undertaken to acquire new knowledge directed into specified broad areas in the expectation of practical discoveries. It provides the broad base of knowledge necessary for the solution of recognised practical problems.
- **Applied research:** Original investigation undertaken in order to acquire new knowledge. It is, however, directed primarily towards a specific, practical aim or objective.
- **Experimental research:** Systematic work, drawing on knowledge gained from research and practical experience and producing additional knowledge, which is directed to producing new products or processes or to improving existing products or processes.

Vision Mātauranga

[Vision Mātauranga](#) is a policy about innovation, opportunity and the creation of knowledge that highlights the potential contribution of Māori knowledge, resources and people.

Applicants should identify which, if any, of the four Vision Mātauranga themes below are associated with the proposed research. A Vision Mātauranga statement must be included for all research that has relevance for Māori. If this is not applicable to your proposed research, you must tick N/A AND provide a rationale for why this is. Where Vision Mātauranga is appropriate to a proposal, it can contribute to the assessment of its overall excellence.

The four themes are:

- **Indigenous Innovation**, which involves contributing to economic growth through distinctive research and development.
- **Taiao**, which is concerned with achieving environmental sustainability through iwi and hapū relationships with land and sea.
- **Hauora/Oranga**, which centres around improving health and social wellbeing.
- **Mātauranga**, which involves exploring indigenous knowledge.

Collection of the % contribution of each Vision Mātauranga theme to the proposed research is part of the Society's NZRIS reporting requirement. If you have ticked one or more Vision Mātauranga themes, please consider each theme one at a time. Indicate the proportion of the proposed research that aligns with that theme. Note that it is possible for the combined total to be over 100% (for example, if the proposed research is entirely Mātauranga and also has a Hauora/Oranga theme, the contributions could be 100% and 10% respectively).

Refer to **section 6** of the Application.

How do I decide whether to include a Vision Mātauranga statement in my proposal?

The five ways of conceptualising Vision Mātauranga in your research (see below) may help you decide if this applies to your project. The categories have been adapted from those on the National Science Challenge, Biological Heritage website <https://bioheritage.nz/about-us/vision-matauranga/> hosted by Manaaki Whenua Landcare Research. Please note, however, that these categories are fluid. There may well be overlap between them as in categories b and c in terms of the nature and degree of relevance to Māori, and not every point in each category need apply. The original categories were set out by MBIE in information for the Endeavour Fund c. 2015.

Ways of conceptualising Vision Mātauranga in your research

a. Research with no specific Māori component

- No mātauranga Māori (Māori knowledge) is used.
- Māori are not associated with the research process (for example, not on any research management/advisory/governance panels, it is not inclusive of Māori land or institutions, nor the subject of any component of the research).
- Work is not likely to be of greater direct relevance to Māori than members of any other group.

b. Research specifically relevant to Māori

- There is specific relevance to Māori.
- Mātauranga Māori may be used in a minor way to guide the work and its relevance to Māori.
- It includes work that contributes to Māori aspirations and outcomes.

c. Research involving Māori

- Mātauranga Māori may be incorporated in the project, but is not central to the project.
- Research is specifically and directly relevant to Māori and Māori are involved in the design and/or undertaking of the research.
- The work typically contributes to Māori (for example, iwi, hapū, organisations) aspirations and outcomes.

d. Māori-centred research

- The project is Māori-led, and where mātauranga Māori is used alongside other knowledges (for example, through frameworks, models, methods, tools, etc.).
- Kaupapa Māori research is a key focus of the project.
- Research is typically collaborative or consultative, with direct input from Māori stakeholders.
- There is alignment with and contribution to Māori (for example, iwi, hapū, organisations) aspirations.

e. Kaupapa Māori research

- Mātauranga Māori is incorporated, used and understood, as a central focus of project and its findings.
- Research is grounded in te ao Māori and connected to Māori philosophies and principles.

- Research typically uses kaupapa Māori research methodologies.
- Te reo Māori may be a central feature to this kaupapa or research activity, and the applicant has medium to high cultural fluency or knowledge of tikanga and reo.
- The research is generally led by a Māori researcher; non-Indigenous researchers may carry out research under the guidance/mentoring of a Māori researcher.
- Māori participation (iwi/hapū/marae/individual) is high.
- The work contributes strongly to Māori (for example, iwi, hapū, organisations) aspirations and outcomes and is mana enhancing.

Developing a Vision Mātauranga statement

It is important to keep in mind that there is no single approach or prescription for Vision Mātauranga: one size does not fit all and there are many possible ways of addressing Vision Mātauranga. Vision Mātauranga should not, however, be seen as an add-on, nor should it be treated as separate from the research, methods or people involved in the project. A holistic approach that considers reciprocity and relationships is therefore desirable.

Vision Mātauranga does not begin and end with your Vision Mātauranga statement. You should demonstrate applicable actions and relationships throughout the research. The following questions may be useful to consider when conceptualising and writing your project:

- Have you co-created the research topic/issue with an iwi or Māori organisation?
- What does working in partnership with iwi mean to you as a researcher?
- To what extent have you discussed the research with Māori stakeholders and agreed on the methodology you will use?
- Was there full disclosure and informed consent to the proposed research with Māori stakeholders? How has that agreement/informed consent been agreed to?
- What provisions have you made to ensure there is appropriate technology transfer to Māori stakeholders as the research proceeds and as findings become available towards the end of the project?
- Are there benefits to Māori? What are they?
- How will you share the research outcomes with Māori?
- Is there a Tiriti o Waitangi component or requirement in your research?
- Is the research mana enhancing?

Vision Mātauranga Resources

Below you will find a non-exhaustive list of published resources that describe, discuss, and talk about how researchers have engaged with Vision Mātauranga and kaupapa Māori research. These range from early conceptions of Vision Mātauranga to more recent frameworks. The resources underscore the diverse ways Vision Mātauranga may be approached across disciplines and methodologies.

- Allen, W., Jamie M. Ataria, J. M., Apgar, J. M., Harmsworth, G., and Tremblay, L. A. (2009). Kia pono te mahi putaiao—doing science in the right spirit. *Journal of the Royal Society of New Zealand*, 39:4, 239-242. DOI: 10.1080/03014220909510588
- Crawford, S. (2009). Matauranga Maori and western science: The importance of hypotheses, predictions and protocols, *Journal of the Royal Society of New Zealand*, 39:4, 163-166. DOI: 10.1080/03014220909510571
- Broughton, D. (Te Aitanga-a-Hauiti, Taranaki, Ngāti Porou, Ngāpuhi), and McBreen, K. (Waitaha, Kāti Māmoe, Ngāi Tahu). (2015). Mātauranga Māori, tino rangatiratanga and the future of New Zealand science. *Journal of the Royal Society of New Zealand*, 45:2, 83-88. DOI: 10.1080/03036758.2015.1011171
- Kana, F. and Tamatea, K. (2006). Sharing, listening, learning and developing understandings of Kaupapa Māori research by engaging with two Māori communities involved in education. *Waikato Journal of Education*, 12, 9-20. <https://researchcommons.waikato.ac.nz/bitstream/handle/10289/6198/Kana%20Sharing.pdf?sequence=3&isAllowed=y>
- Macfarlane, S., Macfarlane, A. and Gillon, G. (2015) Sharing the food baskets of knowledge: Creating space for a blending of streams. In A. Macfarlane, S. Macfarlane, M. Webber, (eds.), *Sociocultural realities: Exploring new horizons*. Christchurch: Canterbury University Press, 52-67.
- Moewaka Barnes, H. (2006). Transforming Science: How our Structures Limit Innovation. *Social Policy Journal of New Zealand Te Puna Whakaaro*, 29, 1-16. <https://www.msd.govt.nz/documents/about-msd-and-our-work/publications-resources/journals-and-magazines/social-policy-journal/spj29/29-pages-1-16.pdf>
- Pihama, L., Tiakiwai, S.-J., and Southey, K. (eds.). (2015). *Kaupapa rangahau: A reader*. A collection of readings from the Kaupapa Rangahau workshops series. (2nd ed.). Hamilton, New Zealand: Te Kotahi Research Institute. <https://researchcommons.waikato.ac.nz/bitstream/handle/10289/11738/Kaupapa%20Rangahau%20%20A%20Reader%202nd%20Edition.pdf?sequence=7&isAllowed=y>
- Smith, L. T., Maxwell, T. K., Puke, H., and Temara, P. (2016). Indigenous knowledge, methodology and mayhem: What is the role of methodology in producing indigenous insights? A discussion from Mātauranga Māori. *Knowledge Cultures*, 4(3), 131–156. <https://addletonacademicpublishers.com/component/content/article?id=2834:feature-article-indigenous-knowledge-methodology-and-mayhem-what-is-the-role-of-methodology-in-producing-indigenous-insights-a-discussion-from-matauranga-maori>

Applying in Te Reo Māori

If applicants wish to complete some, or all, sections of their proposal in te reo Māori, they are able to do so. However, because some of the panellists who will be assessing their proposal will not be fluent in te reo Māori, an English translation of the section(s) will be necessary. Applicants, therefore, are able to provide a translation for those sections as supplementary material over and above the page limits set for the relevant section of the proposal. Applicants must still keep to the set page limits for the “official” proposal, but can use additional pages for the translation. The portal at present will not allow additional documents or pages, so the Society asks that anyone who is providing a translation sends it by email to International.Applications@royalsociety.org.nz by the application closing time. If an applicant chooses not to provide a translation, then the Society will arrange for a translation to be made by one of the third-party translation services that it uses for its own publications. Please note that because this will be carried out by a third party service, the Society will not be able to guarantee the accuracy of the translation.

Paearu mō te Tīpako Selection Criteria

The assessment of applications by the Society will be through a review process involving assessment panel(s) constituted from outside of the Society. Refer to the section *Assessment of Applications* more information.

The review process will consider proposals against the following assessment criteria:

Criterion 1: Enduring collaboration (weight in assessment 30%)

Will the proposed activity establish an enduring collaboration with world class international Partners?

- Track record of the New Zealand PI and Collaboration Partner (relative to opportunity).
- Clearly demonstrated excellence of the Partner Institution(s).
- Potential of the collaboration to create an enduring partnership.
- Ability of the Project Team to deliver on proposed activities.

Refer to **section 9** of the Application.

Criterion 2: Novel knowledge and partnership (weight in assessment 40%)

Will the activity lead to the creation of new knowledge and a novel research partnership?

- How the Collaboration Partner will bring world-leading knowledge that complements the New Zealand Project Team members’ skills and knowledge.
- How the proposed collaboration will support a new partnership or a new research focus for an established collaboration.

Refer to **section 10** of the Application.

Criterion 3: Strategic benefits (weight in assessment 30%)

Will the activity lead to a collaboration of strategic benefit to New Zealand?

- Ability to leverage international investment, facilities and infrastructure not available in New Zealand.
- Clearly demonstrated pathway to build a substantive collaboration beyond an initial engagement that is in line with New Zealand's science priorities.
- Ability of Project Team to use the partnership to initiate links with relevant New Zealand research capabilities beyond the participating institutions.

Refer to **section 11** of the Application.

When assessing the Proposals against the assessment criteria, the assessment panel(s) may also take the following factors into account, including the extent to which the overall mix of investments:

- is likely to achieve the objectives of the Catalyst: Seeding
- is likely to unlock the science and innovation potential of Māori knowledge, resources, and people for the benefit of New Zealand in accordance with the aim of the Vision Mātauranga policy (see previous section)
- will ensure that funding is not concurrently provided in respect of any two or more programmes of research, science, technology or related activities that are the same or similar (whether those Proposals are part of a new Proposal, or are already being funded)
- will minimise the risk that an Applicant will not be able to undertake the relevant programme of research, science or technology, or related activities because the Principal Investigator, or any person involved in delivering the project, would concurrently be committed to one or more other programmes (whether those Proposals are part of a new Proposal, or are already being funded).

Project Team and Roles

Proposals are required to identify the roles of the Project Team members.

Roles: The contribution that each team member will make to the proposed research. If un-named personnel are included in the Proposal (for example, technicians, students, post-doctoral fellows, etc.) please indicate role, what skills are being sought, and what steps will need to be taken to fill these positions.

Refer to **section 13** of the Application.

Other funding sources

Applicants are required to identify all other funding sources. The activity must not previously have been funded from another source. It must not form an integral part of an MBIE, Marsden Fund, or Health Research Council-funded project.

Refer to the **Budget** section of the Application.

Tukanga Tono Application Process

Make sure that you are familiar with any specific Programme requirements (for example, priority research areas, bilateral partner applications etc.), which are outlined at the end of these guidelines. See also **Te Tātari i Ngā Tono Assessment of Applications**.

Submitting an Application

All Proposals must be submitted on the Catalyst: Portal. A link to the Catalyst: Portal will be made available through your research office. Please contact the Society if your organisation has not received a link by using the email address below:

International.Applications@royalsociety.org.nz

For additional help on how to use the Catalyst: Portal and fill out your application, please refer to the Catalyst: Portal Instructions available for download via the Catalyst: Portal.

Receipt of all Applications will be acknowledged by email.

Information provided by Applicants will be administered in accordance with the requirements of the Privacy Act 2020.

Please note: For Proposals submitted to a Sub-Programme, the Collaboration Partner must additionally submit an application to the respective bilateral partner administrator, in agreement with their published guidelines, for the New Zealand application to be considered eligible.

Application Format

Please follow the instructions provided on the template(s), keeping to the space requirements.

- Proposals and any supporting documents submitted to the Society must be typed in English, unless prior approval by the Society has been granted.
- Applications must be fully self-supporting.
- Digital signatures are accepted.
- Cited references may be included as part of the application form(s) in the relevant sections. These can be inserted wherever appropriate as referenced footnotes (reduced to font size 10 if necessary), but please be aware the page limit does still apply.

Supporting Documents Required

- Letter of support from the New Zealand Institution.
- CVs (only one per Institution) of the New Zealand Principal Investigator and Collaboration Partner(s) (New Zealand RS&T CV template section 1 to 2b and including list of previous grants and outcomes of these). Please highlight in yellow a maximum of five publications with the highest relevance to the proposed project under section 2a.

- New Zealand host declaration (including statement agreeing to commit staff time and other resources to the project).
- Letter of support from the overseas Partner institution(s), agreeing to commit staff time and other resources to the project.
- Budget, including co-funding/in kind support.

Te Tātari i Ngā Tono Assessment of Applications

The Society will appoint an independent assessment panel(s), which will review all eligible Proposals submitted in the same call. All Proposals to Catalyst: Seeding will be reviewed together. The number of awards for each Catalyst: Seeding sub-programme is determined by the funding allocated to the sub-programme as specified in the Open Programme Requirements. The final decision on which Proposals will be funded lies with the Society. In making its decisions, the Society will take into account recommendations made by the assessment panel(s). The Society may also take into account the total investment across Catalyst: Seeding to ensure it is a balanced portfolio across both research fields and country relationships supported, while still ensuring quality.

This means, for example, ensuring that:

- the Society is not over-investing in collaborations with one country or topic area to the neglect of others
- funding is not disproportionately invested in either research with short-term impact horizon versus research with a long-term impact horizon
- joint decision making with bilateral partners is enabled.

Panellists are drawn from across the New Zealand research community and will represent appropriate disciplines and sectors relevant to the portfolio of submitted Catalyst: Seeding applications in a given call. However, Applicants are advised to write Proposals to a research literate audience in plain English and avoid using jargon, as panellists from outside the Proposal subject area will inevitably also be reviewing their Proposal. All applications should be written in a clear, concise manner with sufficient detail to enable the assessment panel to fully appraise the scope and implications of the Proposal.

The panel(s) will score and rank Proposals from all Programmes together in accordance with the published selection criteria above.

For Sub-Programmes, the partner country will carry out an independent assessment of the applications submitted in the respective country. Subsequently, the Society and the bilateral partner will carry out a joint review to determine the collaborations that will be supported. Awarded Proposals are based on the result of the joint decision making with bilateral partners.

MBIE reserves the right to nominate one assessment panel member.

The funding decision is final and is not open to discussion or appeal. However, a decision not to fund does not preclude re-application in a later round.

Whakamōhiotanga Notification

The Society expects to notify Applicants of the outcome of their Proposal by email through the institutional Research Coordinator:

- **General Programme** – no later than 7 weeks after the close of applications.
- **Sub-Programmes** – up to 18 weeks after the close of applications.

Please note that the notification time could be extended for Sub-Programmes where bilateral decision making processes with international agencies are involved.

The successful Applicant will have one month from the date of notification in which to accept the award, following which the offer will be withdrawn.

Feedback

Because of the large number of Proposals received, the Society is unable to provide specific feedback to Applicants about individual Proposals.

Conditions of Contract

In making its investment decisions, the Society may also:

- set pre-contract conditions which must be met before the investment is contracted
- set special conditions in addition to the general terms and conditions set out in these guidelines
- assess the appropriateness of the budget submitted with the Proposal
- ensure that the appropriate ethics approval has been given for specific collaborative Projects involving research on animals or humans.

If a Proposal is successful, a contract will only be entered into with a single institution. The contract will specify that:

- references to the Project (including publications) acknowledge the provision of funding using the phrase: “Catalyst: Seeding funding is provided by the New Zealand Ministry of Business, Innovation and Employment and administered by Royal Society Te Apārangi” or similar wording
- the Society (on behalf of MBIE), is one contracting party
- the New Zealand Research Organisation will be the other contracting party
- the Society will require a report on the agreed activity from the New Zealand Research Organisation
- the report may be made available to the public or otherwise as the Society sees fit
- all other funding sources relating to the activity have been identified
- the Society retains the right to audit expenditure and the outputs produced by the funded activity; and in the event that a dispute cannot be resolved the parties agree to submit the matter for resolution to a mutually agreed neutral party whose decision shall be final and binding.

Contract Timeframes

Please refer to timeframes for each Sub-Programme in the relevant specific Programme requirements at the end of these guidelines.

Reporting

Annual activity reports must be submitted to the Society by the New Zealand Research Organisation, with the final report due one month after the completion of the project. The reports must account for the progress made on the annual milestone activities identified in the Proposal, and must be submitted on the template available on the Society website.

Payment is dependent on the report meeting the quality criteria identified in the Conditions of Contract. The quality criteria include submission of the report(s) by the specified date, clarity of the report, and proof that the activity has achieved the contracted deliverables and met the objectives of the Programme.

- The reporting requirements and templates are available for downloading <https://royalsociety.org.nz/what-we-do/funds-and-opportunities/catalyst-fund/information-for-catalyst-grant-recipients/contract-reporting>

Activity Reports are to be submitted via email to Society Research Funding (International) team at: International.Applications@royalsociety.org.nz.

Unless otherwise specified by the Applicant the report may be disseminated as public information. All Activity Reports provided to the Society may be shared with MBIE, and bilateral partners where relevant

Reporting Requirements

All Programmes			
Contract Type	Contracted Activity must be complete	Activity Report required	Total Contract period
One-Year	12 months after Contract Starting Date	A final report, due 1 month after Activity completed	13 months from Contract Starting Date
Two-Year	24 months after Contract Starting Date	A progress report due after 12 months, and a final report due after 25 months	25 months from Contract Starting Date

Variations

Contract variations (including change of personnel, extensions, etc.) will be considered only in exceptional circumstances. For more information, go to <https://www.royalsociety.org.nz/what-we-do/funds-and-opportunities/catalyst-fund/information-for-catalyst-grant-recipients/contracting-and-variations/>

Requests must be addressed to the Director – Research Funding, sent from the institutional Research Coordinator, justified in writing and are subject to approval by the Society.

Information on Open Programmes

Catalyst: Seeding General

Ngā Whakaritenga Tauwhāiti o te Kaupapa

Specific Programme requirements

Background

The Catalyst Fund supports activities that initiate, develop and foster collaborations leveraging international science and innovation for New Zealand's benefit. Catalyst: Seeding supports new small and medium pre-research strategic partnerships that cannot be supported through other means, and with a view to developing full collaborations that could be supported through Catalyst: Strategic Fund.

Objective

The objectives of Catalyst: Seeding General are to enhance knowledge creation in New Zealand by linking with world-class international research groups, infrastructure and initiatives, and to create enduring international science partnerships for New Zealand by providing multiple scale pre-research collaboration and a line of sight through to Catalyst: Strategic.

International Partner

- Proposals can be submitted for research collaborations with international partners from any country.

Funding

- A maximum of **NZ\$80,000 (excl. GST)** in total is available per Proposal for projects lasting up to two years.

Allowable Expenses

Expenses allowed under this Programme include the following, in connection with the Project:

Expenses for Research Exchanges

Travel is expected to be an integral part of the Project. Expenses for flights at the lowest possible rate, accommodation, visa, travel insurance, ground transport, and meal expenses are permitted and should be based on the rules of the institution with which the individual undertaking the activity is affiliated. Research exchanges can involve both staff and PhDs.

The cost of buying carbon offsets is a legitimate expense where those carbon offsets are directly related to the project travel activities.

If applicable, New Zealand quarantine fees for Catalyst: Seeding project team members visiting, or returning to, New Zealand for activities related to their funded Catalyst project, is an allowable expense under Catalyst: Seeding.

Expenses for holding symposiums, seminars and meetings

Expenses related to organising symposiums, hosting workshops and similar events are permitted (for example, consumables, printing and binding expenses, honoraria, transportation and telecommunications fees, meeting fees (excluding expenses for alcoholic beverages)).

Expenses for research activities

Expenses for consumables and other research expenses.

Expenses not covered

Funding for overheads, salaries, equipment purchase and depreciation, student fees, scholarships, or conference fees are not supported under this Programme.

Field of Research

Proposals will be considered from all fields of research, science and technology (including social sciences and the humanities).

Contract Timeframes

The earliest start date for Projects funded under the General Programme is **eight weeks** after the close of applications.

Contracts Initiated	Required Starting Date	Contracted Activity must be complete	Activity Report(s) required
No Later than 8 weeks after close of Call	No later than 12 months after Application Closing Date	24 months after Contract Starting Date	Annually



CATALYST FUND

SEEDING

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