



**CATALYST  
FUND**  
SEEDING

# Catalyst Fund Reviewer

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Expression of Interest  
2024



MINISTRY OF BUSINESS,  
INNOVATION & EMPLOYMENT  
HIKINA WHAKATUTUKI

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# Rārangi Ūpoko Contents

- Expressions of Interest for Catalyst Fund Reviewers .....3
- He whakamārama** Background.....4
- Benefits of Reviewing .....4
- Requested Reviewer skills and experience .....5
- Honoraria for Catalyst reviewers .....5
- Wātaka** Timeline .....5
- Appointment of Reviewers.....6
- Submitting an Expression of Interest .....6

## Expressions of Interest for Catalyst Fund Reviewers

Royal Society Te Apārangī (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>

## 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 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.

## 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.

## 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 paying reviewers a 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 2024 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.

2024 Activity	Call for Proposals		
	January Call	April Call	July Call
Call for proposals via Catalyst Portal	25 January	24 April	25 July
Reviewer EOI closing date for current Catalyst Call	4 April	29 June	26 September
Catalyst application closing date	18 April	18 July	17 October
Notification of selected reviewers	No later than 24 April	No later than 25 July	No later than 24 October
Reviewer briefing video conference (10-11 AM)	24 April	25 July	24 October
Collated applications forwarded to reviewers	24 April	25 July	24 October
Deadline for reviewer’s submission of grades	27 May	26 August	25 November
Award announcement	6 June	5 September	5 December

Table 1: Calendar of events for the 2024 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, Statistical Information forms and a CV template](#) (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).

## 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](mailto:International.Applications@royalsociety.org.nz)

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



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Supported by the New Zealand Government with funding from the Ministry of Business, Innovation and Employment. Nā Te Hīkina Whakatutuki te mana hāpai.



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