



RESEARCH PROPOSAL TEMPLATE

ORGANISATION AND CONTACT DETAILS

Item	Detail
Full Legal Name of Organisation	
Physical Address	
Postal Address	
Website	
Point of Contact	Detail
Contact Person	
Position	
Phone number	
Email Address	

RESEARCH PROJECT OVERVIEW

Item	Detail
Name of Research Project	
Short Name	
Proposed start date	
Proposed end date	
Proposed Budget (total)	
Co-funding: Cash (Total)	
Co-funding: In-kind (Total)	

In the following sections please refer to the guidance provided in the Appendix. This provides clarity on what alignment with OLW's mission means, the principals that guide Challenge research and the terms and conditions of OLW research programmes. We recommend that research proposers make contact with OLW prior to completing this template, so we can provide support. Useful information is also available at: [Resources for Researchers - Our Land & Water - Toitū te Whenua, Toiora te Wai \(ourlandandwater.nz\)](https://ourlandandwater.nz).

PROJECT DETAILS

1. Anticipated Impact of Research (up to 500 words)

State the anticipated impact of the research, in terms of the change that will occur in our land and/or water management in Aotearoa as result of this research, and the pathway to that change. Impact in this case does NOT refer to impact on other scientists or disciplinary knowledge systems.

2. Te Ao Māori (up to 500 words)

Describe how te ao Māori is represented within the proposed research and identify the research of relevance (and benefit) to Māori interests. Describe how Māori have been engaged in research design, and their anticipated involvement in the proposed research.

3. Research Summary (up to 350 words)

Provide a non-technical summary of the proposed research that includes an overview of; background/context, research aim and objectives, methods, outputs and how an impact delivering to OLW's mission will be achieved. If successful, this summary will be used for communication purposes such media releases on OLW website etc.

4. Research Plan (up to 3000 words)

Provide a project plan for the proposed research, including (but not limited to) the following:

- *Background/context – describing the relevant existing knowledge and knowledge gap*
- *The goal and specific aims/objectives of the research, as they align with OLW’s mission and strategic objectives.*
- *A detailed methodology*
- *Key team members/leads and their anticipated contribution*
- *Ongoing stakeholder engagement*
- *Proposed immediate research outputs (e.g. reports, workshops, publications, patents)*

5. A Communication and Impact Plan (up to 350 words)

The communication of research results BEYOND the immediate research outputs is critical for impact to be achieved. OLW will support you in the communication and implementation of research outputs, during and after the programme has been completed, but we need to know what you envisage as the best approach for ensuring uptake and impact of the work.

MILESTONES & DELIVERABLES

Enter research milestones and deliverables into the table below. The table template is for a one-year programme – please extend or shorten as appropriate. Examples of the types of milestones are given. Milestone and Deliverable numbering is in the format: Year.Quarter.Number, where Year is year 1, 2 or 3 of the research.

Milestones and Deliverables		
FY 202X/202Y Quarter 1	Milestones	Deliverables
Jul/Aug/Sep 202X	<p>M1.1.1 e.g., Consents gained: All approvals, consents and licences required to undertake the Programme and use its outcomes have been gained or date by which must be gained established (e.g. ethics, EPA, material/services/facilities usage, Background IP use rights/licences)</p> <p>M1.3.2</p>	<p>D1.1.1 Quarterly reporting Jul - Sep 202X</p> <p>D1.1.2 ...</p>
FY 202X/202Y Quarter 2	Milestones	Deliverables
Oct/Nov/Dec 202X	<p>M1.2.1 e.g., Communication and Impact Plan finalised: Prepared a final Impact and Communication Plan in conjunction with the Challenge Theme Leader and the Snr Communications Advisor</p> <p>M1.2.2. e.g., ADOPT Tool implementation, if required for this project/programme</p>	<p>D1.2.1 Final Impact and Communication plan submitted to the Challenge</p> <p>D1.2.2 Quarterly Reporting Oct-Dec 202X</p> <p>D1.2.3 ...</p>
FY 202X/202Y Quarter 3	Milestones	Deliverables
Jan/Feb/Mar 202Y	<p>M1.3.1</p> <p>M1.3.2 ...</p>	<p>D1.3.1 Quarterly Reporting Jan-Mar 202Y</p> <p>D1.3.2 ...</p>
FY 202X/202Y Quarter 4	Milestones	Deliverables
Apr/May/Jun 202Y	<p>M1.4.1</p> <p>M1.4.2...</p>	<p>D1.4.1 Quarterly Reporting Apr-Jun 202Y</p> <p>D1.4.2 Annual reporting Jul 202X – Jun 202Y – due July 202Y</p>

RESEARCH TEAM

Please list all contributors in the table (extend as required to accommodate project duration). Append a standard research CV or appropriate alternative description of relevant experience, for all contributors anticipated to have 0.15FTE or greater involvement, to the end of this proposal.

Name	Organisation	OLW Role*	Paid (PD) or In-Kind (IK)?	FY 202X/2Y FTE	FY 202Y/2Z FTE
			Total FTE		

***Definitions of OLW Roles** (Please use the recommended abbreviations in the “OLW Role” column). **Note that all substantial research programmes (e.g., >\$250K/yr) need all 3 nominated “Lead” positions described below. In smaller programmes, these responsibility may be combined, and undertaken by one or two contributors.**

Programme/Science Lead (PSL). This corresponds to the “Lead or Co-Lead Contributor” as defined by MBIE. It is the person with overall responsibility for delivering the project. For most research projects, this could also be referred to as the “Principal Investigator” or “Lead Scientist”. The PSL would work closely with the relevant OLW Science Theme Leader, and OLW Chief Scientist.

Implementation Lead (IL). This contributor takes principal responsibility for maintaining focus on the end-use and impact of the research, working with stakeholders and wider networks to raise awareness of potentially useful research outputs and their implementation. The IL would work closely with the OLW Communications Manager.

Te ao Māori Lead (TML). This contributor takes principal responsibility for ensuring the constructive integration and engagement of Māori in the research, and for ensuring te ao Māori is informing research design and implementation. The TML would work closely with OLW Kaihāpai Māori and Kaiarataki, and must be of Māori descent and/or have a strong background in tikanga Māori.

Researcher (RES) This corresponds to the remaining “Contributors” and “Other named Contributors” as defined by MBIE. It includes researchers, whose expertise is critical to the success of the project (RES). It also includes other contributors such as postgraduate students and interns (RES-ST) and technicians (RES-T) contributing technical knowledge and experience in one or more fields of engineering, the physical and life sciences, or the social sciences, humanities and the arts.

Project Manager or Programme Co-ordinator (PM). A contributor, who may or may not also have a key research role, whose principal task is to make sure milestones and deliverables are met. They also ensure the programme remains cohesive (particularly when multiple organisations are involved) and the contributors engaged with each other and with stakeholders.

Stakeholder (SH). A research- or knowledge-user who has participated in the design and development of the research and anticipates making use of the outputs.

Collaborator (OC) - A persons collaborating with the project team to contribute to objectives setting, provide an end user perspective, or disseminate/apply knowledge resulting from the findings of the project.

Supporting Staff (SS) – Supporting staff includes skilled and unskilled craftspeople, and administrative, secretarial, and clerical staff participating in or directly associated with the project.

BUDGET

Organisations and activities	\$ FY 202X-2Y	\$ FY 202Y-2Z
Personnel Costs		
Operational Expenses		
e.g., Advisory panel expenses, travel, workshops etc)		
Third parties (Subcontractors)		
Sub-Total		
GST		
Total		

Co-funding & in-kind contributions:

Organisations	Co-funding (CF) or in kind (IK) support?	\$ FY 202X-2Y	\$ FY 202X-2Y
Total			

DECLARATION

If there is more one party signing the contract with AgResearch/Our Land and Water NSC, all such parties must sign this document, or attach a formal MOU to this proposal.

I/We declare that in submitting the proposal and this declaration:

- a. The information provided is true, accurate and complete and not misleading in any material respect
- b. The proposal does not to the best of our knowledge, contain intellectual property that will breach a third party's rights
- c. I/We have secured all appropriate authorisations to submit this proposal, to make the statements and to provide the information in the proposal (including budgets) and I/we am/are not aware of any impediments to enter into a subcontract with the Challenge Contractor to deliver the research.
- d. Parties that are mentioned and contributing to the project/programme in this proposal, and that are not employed by the applicant, have confirmed that the nature and level of their involvement in the project/programme is correct
- e. I/We understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and the proposal, may result in the proposal being eliminated from consideration for funding by OLW.

By signing this declaration, the signatory/signatories below represent, warrants, and agrees that he/she/they has been authorised by the applicant/s to make this declaration on its/their behalf.

Please replicate the sections below to add more signatories, if needed.

Signature: _____

Full name: _____

Title / position: _____

Name of organisation: _____

Date: _____

APPENDIX CONTEXT AND GUIDANCE FOR PROPOSERS

1. Introduction: Our Land and Water NSC

The Our Land and Water National Science Challenge is hosted by AgResearch Limited (the Challenge Contractor), as nominated by the Challenge Parties to lead the Challenge.

The objective of the Our Land Water National Science Challenge/Toitū te Whenua, Toiora te Wai (OLW), set by the Government, is to enhance the production and productivity of New Zealand's primary sector, while maintaining and improving the quality of the country's land and water for future generations. We envisage a future in which catchments contain mosaics of land uses that are more resilient, healthy and prosperous than they are today; a future where all New Zealanders can be proud of the state of our land and water and share economic, environmental, social and cultural value from them.

The principles of kaitiakitanga (guardianship of the land) are central to OLW research principles. We recognise an intergenerational duty to restore and increase the mauri (life force, vitality) of our land and water, and to nurture the reciprocal relationship between tangata (people) and the whenua (land). The Māori world view (te ao Māori) acknowledges the interconnectedness and interrelationship of all living and non-living things and we believe that combining mātauranga Māori and Western science will result in a new wave of applied research that can facilitate transformational change in our land management practices.

OLW is committed to funding research and other project work that is guided by the overarching vision and aims of our OLW 2019-2024 Strategic Plan. In this, the second phase of the Challenge, the emphasis is on creating action and having impact, rather than on developing a greater understanding of particular processes.

Further information on OLW can be found on our website: [Our Land & Water - Toitū te Whenua, Toiora te Wai \(ourlandandwater.nz\)](https://ourlandandwater.nz), including key resources for researchers: [Resources for Researchers - Our Land & Water - Toitū te Whenua, Toiora te Wai \(ourlandandwater.nz\)](https://ourlandandwater.nz/resources-for-researchers)

2. Guiding Principles, Processes and Criteria:

Refer to OLW Challenge Principles [Principles-for-OLW-research-final.pdf \(ourlandandwater.nz\)](https://ourlandandwater.nz/principles-for-olw-research-final.pdf) to guide your proposal application. Also;

- Take time to consult the OLW 2019-2024 Strategic Plan summary: [Strategy-Summary-Booklet-A5_Single-pages-low-res.pdf \(ourlandandwater.nz\)](https://ourlandandwater.nz/strategy-summary-booklet-a5-single-pages-low-res.pdf) and the 2020 updated Research Work Plan: [Research-Update-Booklet_Spreads_A5.pdf \(ourlandandwater.nz\)](https://ourlandandwater.nz/research-update-booklet-spreads-a5.pdf). A strong research proposal will be strongly aligned with these documents, as well as the Challenge's mission, objectives, and scope, and te ao Māori principles.
- The research proposed must be relevant to at least one of the themes of Our Land and Water: Future Landscapes, Incentives for Change and Pathways to Transition.
- Clearly show a well-considered approach to planning and implementing impact. Describe the pathway by which research will benefit and influence our economy, our culture, our society and our environment.
- Please be very specific about stakeholder and Māori involvement in the research design phase. Involvement of Māori and other stakeholders, such as land stewards and their associated support systems and consumers in the agrifood and fibre system, is mandatory during the design phase for all research programmes.

- If a RFP has been issued (and not all research is procured by RFP), this will be issued by Our Land and Water National Science Challenge, on behalf of AgResearch Ltd. (Challenge Contractor). Take time to read the RFP carefully, as it will specify the steps and conditions that apply to the research proposal process (also see Section 5 below). You are welcome to reach out to an appropriate OLW point of contact to discuss your idea at any stage during the process.
- The completed proposal must be submitted to: ourlandandwater@agresearch.co.nz, regardless of who you may have been in contact with at OLW during the proposal preparation process.
- All applicants will be notified in writing of the outcome of their application. Successful applicant/s will be issued with a standard subcontract by OLW as the Challenge Contractor, which needs to be signed off and executed before the project/programme can commence. The conditions of the subcontract are consistent with the obligations that OLW is expected to meet by MBIE (NSC Investment Contract), as well as by the OLW Challenge Parties (Challenge Parties Collaboration Agreement).

3. Milestones and Deliverables:

- *Milestones* should be notable intended achievements that plot the path of the research towards achieving the anticipated research outcome(s). They should not include routine tasks. Milestones should be verifiable (i.e. it is possible to determine if they are achieved or not against a quantitative specification), capable of not being met (i.e. be something that has yet to be proven/achieved or ongoing) and time bound (i.e. have an end date).
- *Deliverables* should document research outputs and include proposed/evidence of pertinence and impact. Note: Not all milestones need to have a Deliverable associated with them. Please note that publications **MUST** be open sourced, and the cost for this needs to be accommodated in the project budget.
- Anticipated public outputs (e.g. conferences; presentations etc.) and publications need to be recorded in the milestones and deliverables table. Refer to the OLW Publications and Communications Policy [OLW-Communications-and-Publications-Policy-ver-9-Feb-21.pdf](#) (ourlandandwater.nz), and the OLW Communication and Media Protocols, available from the OLW Communications Manager, for details and further support for disseminating information from these outputs.

4. Reporting:

- Quarterly reporting: Milestones and Deliverables will be reviewed and confirmed as part of the quarterly monitoring and evaluation process.
- Annual Reporting: The Challenge is required to submit information annually to MBIE (such as reporting against its KPI's and its objectives). Research programmes may be asked to submit additional information to assist the Challenge in meeting this reporting obligation.

5. Terms and Conditions governing the research procurement process:

Whether the proposal is being made in response to a RFP, or via an alternative research procurement process, every applicant/s that submits a proposal to OLW will be deemed to be bound by these Terms and Conditions. The terms and conditions are non-negotiable and do not require a response in the proposal.

1. Confidentiality:

- 1.1 OLW and the Applicant will each take reasonable steps to ensure that any confidential information passed to the other, will remain confidential and all steps will be taken to keep this information

confidential. Neither party will disclose any confidential information to a third party without the other Party's prior consent.

- 1.2 The Applicant acknowledges that the Challenge Contractor may disclose confidential information to any person directly involved in the RFP process, but only for the purpose of participating in the RFP purpose.
- 1.3 The Applicant acknowledges that OLW has an obligation to MBIE, and for the purposes of its reporting and audit requirements, may require to disclose some or all the Confidential Information of the Applicant. In this instance, OLW will take all reasonable steps to ensure that the applicant's confidential information is marked "confidential" or "commercially sensitive"
- 1.4 OLW is subject to the Official Information Act 1982 and may be required to release information supplied in the proposal in accordance with that Act, or as otherwise required by law. Applicants will be consulted before the release of any information under the Official Information Act."

2. Memorandum of Understanding

- 2.1 Where research will include parties in addition to the main applicant, all parties are expected to sign the application form, or a signed memorandum of understanding (MoU) between the applicant and the other parties. The MoU is to be attached, and should outline how the parties intend to work together to deliver the research and implement the results. Other parties may include stakeholders who have a key role in the research.
- 2.2 Applicants should not state support from iwi or any organization (including a Māori organization) in the absence of supporting evidence for such support.

3. Intellectual Property

- 3.1 It is important that Intellectual Property (IP) ownership and management thereof creates maximum benefit for Aotearoa. OLW recognizes that IP brought into a research project remains the property of the researcher or research organization. However, all IP produced through OLW-funded research is governed by the principles of Open Data (e.g., lodging data in a repository), Open Source (e.g., for code) and Open Access (e.g., for outputs such as publications). The OLW IP Policy is on our website; [OLW-Intellectual-Property-Policy.pdf \(ourlandandwater.nz\)](#)
- 3.2 Ownership of Intellectual Property rights during a RFP process remains with the Applicant and/or its licensors. However, subject to the confidentiality obligations in clause 1, the Applicant grants to OLW a non-exclusive, non-transferable, perpetual license to retain, use, copy and disclose information contained in the Proposal for any purpose related to the relevant RFP process.

4. Ethics, Licenses and Consents

- 4.1 Where applicable, all relevant consents (including statutory consents, appropriate ethics committee approvals, kotahitanga and Environmental Protection Agency approvals) to be obtained by the researchers or their organisations, who should immediately notify OLW if any consent is withdrawn or lapses during the research programme.

5. Impact Case Studies

- 5.1 All eleven National Science Challenges (NSCs) are required to describe impact case studies that demonstrate that the Challenge is delivering tangible economic, social and environmental impacts and benefits for New Zealand. Researchers are often asked to identify outcomes, such as the adoption of new tools or practices, that have had a positive impact on our environment, society, or economy. OLW

will working with research programmes to identify and develop these case studies. This will often take the form of interviews and/or questionnaires to supplement the impact report, that is part of the annual reporting to MBIE. All contracted research is required to comply with such requests for further information.

6. New Zealand Law

6.1 All research procurement processes and research contracts are governed by New Zealand laws and the applicant agrees to submit to the non-exclusive jurisdiction of the New Zealand courts should a dispute arise concerning such processes.

7. Disclaimer

7.1 OLW, and for the avoidance of doubt, AgResearch Ltd. (the Challenge Contractor), will not be liable in contract, tort, equity, or in any other way whatsoever for any direct or indirect damage, loss or cost incurred by any applicant or any other person in respect of the research procurement process.

7.2 To the extent that liability cannot be excluded, the maximum aggregate liability of OLW, the Challenge Contractor, its agents and advisors is \$1.

8. Conflicts of Interest

8.1 Any conflicts of interest applicants are aware of, should be noted in a research proposal, as well as the reason for the conflict(s).