

2025

Ngā aratohu tono mō te
Tohu Kaunihera Pūtea a
Marsden mā ngā
kaitono

Marsden Fund Council Award Guidelines for Applicants

FUNDING FOR RESEARCH
EXCELLENCE

VERSION 1.2

MARSDEN FUND

TE PŪTEA RANGAHAU
A MARSDEN

ROYAL
SOCIETY
TE APĀRANGI

Ngā kaupapa

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Ngā rerekētanga mō te tau 2025

Changes for 2025

- New Terms of Reference have been established for the Fund.
 - Two new assessment criteria have been added around benefit and rationale.
 - All proposals must demonstrate how their research could be of economic, environmental, or health benefit to New Zealand
 - Proposals should demonstrate a clear rationale for this research being undertaken in New Zealand
 - Approximately 50% of funding will go towards supporting proposals which have the potential to result in economic benefits to New Zealand.
 - The Social Sciences and Humanities panels have been disestablished
 - Scholarly impact has been changed to quantifiable impact
- These changes have led to some alterations in the proposal structure
 - New section on “benefit” added, with:
 - Tick boxes indicating potential benefit categories
 - a 400-word statement to articulate “Benefit and rationale for the research in New Zealand”
 - Public title and summary now required in addition to the research title and summary
- Narrative CV trial expanded to include all applicants across all grant categories
- Both CV templates updated with minor changes
- Vision Mātauranga guidance updated
 - % shares of Vision Mātauranga themes will not be visible
- SEOs, % shares and keywords will be visible in the proposal
- References to Covid-19 removed
- “Other Funding” section updated

From the new Terms of Reference (2024):

Nature of the Marsden Fund

1. The Marsden Fund encourages New Zealand's leading researchers to explore new ideas that may not be funded through other funding streams and fosters creativity and innovation within the science, innovation and technology system. Exploring new ideas results in greater potential to develop new technologies, products, boost economic growth, and enhance New Zealand's quality of life.
2. The Marsden Fund invests in excellent, investigator-led research aimed at generating new knowledge, with the potential for long-term economic, environmental, or health benefit to New Zealand.
3. It supports excellent research projects that advance and expand the knowledge base and contributes to the development of people with advanced skills in New Zealand.

Objectives of the Fund

4. The objectives of the Marsden Fund are to:
 - a) enhance the quality of research in New Zealand by creating increased opportunity to undertake excellent investigator-led research.
 - b) contribute in the long-term to economic, environmental, or health impacts for New Zealand.
 - c) support the advancement of knowledge and technology in New Zealand and contribute to the global knowledge base.
 - d) contribute to the development of advanced skills in New Zealand, including support for continuing training of post-doctoral level researchers and support for the establishment of early careers of new and emerging researchers.
 - e) support research where there is a clear rationale for the research to be undertaken in New Zealand.

Types of Proposals Supported

- 11) All proposals must demonstrate why their research could be of economic, environmental, or health benefit to New Zealand.
- 12) Approximately 50% of funds will go towards supporting proposals which have the potential to result in economic benefits to New Zealand.

The full 2024 Terms of Reference are on the Marsden Fund website:

<https://royalsociety.org.nz/what-we-do/funds-and-opportunities/marsden/about/tor/>

Kōrero whakataki

Introduction

The Marsden Fund operates a yearly funding cycle and makes an annual call for proposals in November/December.

Te Kaunihera Pūtea a Marsden

Marsden Fund Council

The Marsden Fund Council (the Council), appointed by the Minister of Science, Innovation and Technology, makes decisions on Marsden Funding. The Council consists of nine eminent researchers spanning a range of disciplines.

Marsden Fund Council mission statement (Updated)

To drive world-class research for New Zealand by supporting and incentivising excellent researchers to work on their best and boldest ideas leading to new knowledge and skills with the potential for significant downstream impacts for New Zealand.

Ngā wāhanga o ngā tohu

Award categories

There are three categories of proposals available for the Marsden Fund:

Fast-Start: For emerging researchers, capped at a maximum amount of \$360,000 over 3 years. Two-stage process, with an Expression of Interest to be submitted by the February deadline. The EOI consists of one page of proposed research, another page to outline the potential benefits, along with CVs and other supporting information. Assessed by discipline-based panels.

Standard: Open to all eligible researchers, amount of funding is flexible and is capped. These are larger than Fast-Start proposals. Funding can be sought for up to three years. Two-stage process, with an Expression of Interest to be submitted by the February deadline. The EOI consists of one page of proposed research, another page to outline the potential benefits, along with CVs and other supporting information. Assessed by discipline-based panels.

Marsden Fund Council Award: Open to all eligible researchers. Larger than Standard grants, capped at a maximum amount of \$3 million over three years. One-stage process, with a full proposal to be submitted by the February deadline. Assessed in a two-stage process by the Marsden Fund Council.

These guidelines pertain to Marsden Fund Council Award proposals ONLY. Applicants wishing to submit a Fast-Start or Standard proposal should consult the separate *Expression of Interest Guidelines for Applicants*.

Ngā mōhiohio mō te tono

Information on applying

Information on applying is available:

- From your research coordinator if you are at a university, Crown Research Institute (CRI), or Tertiary Education Organisation (TEO).
- On the Marsden Fund website: <https://www.royalsociety.org.nz/what-we-do/funds-and-opportunities/marsden/marsden-fund-application-process/>
- From the Marsden Fund office (marsden@royalsociety.org.nz)

Tomokanga mō te Tono

Proposal portal

All Marsden Fund proposals should be submitted on the web-based portal. Researchers should write their proposals directly into this portal using the templates provided.

Researchers who submit proposals through an institutional co-ordinator should contact their Research Office for log-in details for the portal. Independent researchers and researchers from small organisations should contact the Marsden Fund (marsden@royalsociety.org.nz) to obtain their log-in details.

Ngā paearu āheitanga

Eligibility criteria

The Marsden Fund is fully contestable and is open to applicants who meet the Marsden Fund's eligibility criteria. The criteria are determined by the Council.

Eligibility to apply for funding as a contact Principal Investigator (PI) is restricted to New Zealand-based researchers. The research should be carried out in New Zealand, except in cases where its nature demands that it be carried out elsewhere.

For Marsden Fund Council Award proposals, "New Zealand-based," for researchers who have overseas appointments, has been defined by the Marsden Fund Council as being employed at a New Zealand host organisation, and present, in New Zealand for 0.5 FTE (or more) per year.

The requirement to be "New Zealand-based" for the duration of the grant applies to **contact PIs only**. It does not apply to co-PIs or associate investigators (AIs).

For a proposal to be eligible for funding, it must not benefit a Russian state institution (including but not limited to support for Russian military or security activity) or an organisation outside government that may be perceived as contributing to the war effort.

More information is available at <https://www.mbie.govt.nz/about/news/new-eligibility-criteria-restricts-science-research-funding-that-could-contribute-to-russias-war-effort/>

Whakamāramatanga mō te kaitūhura mātua,
tuarua hoki

Definition of Principal and Associate Investigators

Principal Investigators (PIs) lead the research, contribute the main ideas and are responsible, with their host organisation, for the achievements of the objectives and the management of the contract.

Associate Investigators (AIs) play a lesser role than PIs and may only be involved with limited aspects of the work. These can include, for example, cultural advisors.

Collaborators providing a service may be named in the Roles and Resources section; no CV is required for them.

Te maha o ngā tono mā ia tangata Number of proposals per person

For each annual funding cycle, eligible applicants must:

- Be involved in no more than ONE proposal as a PI per funding round (assuming no exclusion – see below).
- Be involved in no more than TWO proposals in total per funding round; either as a PI on one and an AI on another, or as an AI on two proposals.
- In addition to the limit of two proposals per year, an applicant may also be listed as a mentor on one or more Fast-Start proposals. There is no limit to the number of proposals per year someone can be named as a mentor on.

This applies across **all** categories of grants; for example, if an applicant is a PI on a Marsden Fund Council Award proposal, they cannot be a PI on a Standard proposal in the same funding round.

Te ture aukati i te kaitūhura mātua Principal Investigator exclusion rule

If successful as a PI in a particular funding year, a researcher will be excluded from applying for another Marsden Fund grant as a PI for the next two funding years. The exclusion period is not affected by any approved contract time extensions. **This applies across all grant categories, and applies to all PIs, whether they are contact PIs or co-PIs.**

For example:

- A PI who was awarded a Marsden Fund grant in the 2023 round will not be permitted to apply as a PI to the Marsden Fund in 2025 but will be permitted to apply in the 2026 round.
- A PI who was awarded a Marsden Fund grant in the 2024 round will not be eligible to apply as a PI in 2025 or 2026 but will be permitted to apply in the 2027 round.
- A PI who was awarded a Marsden Fund grant in the 2022 round is eligible to apply in the 2025 round, even if the 2022 contract has been extended past its original completion date.

Any PI who is excluded by this rule in any particular funding round may still apply as an AI on a maximum of two proposals. For Fast-Start and Standard proposals, the maximum FTE is 0.05 per year; **for Marsden Fund Council Award proposals, this restriction on AI FTE time does not apply.**

On the very rare occasions where a new PI is appointed on an existing grant (for example if the original contact PI moves overseas), new PIs are **not** subject to the PI exclusion rule.

Paearu aromatawai Assessment criteria (UPDATED)

The assessment criteria have been updated due to the new Terms of Reference. The key assessment criteria are:

Research

- **Proposals must use an interdisciplinary approach to significantly expand research possibilities and ambition through new researcher and institutional links.**
- Proposals must have the potential to lead to quantifiable impacts¹ because of the proposal's novelty, originality, insight and ambition.
- Proposals must be rigorous, and should have a basis in prior research and use a sound research method.
- The research team must have the ability and capacity to deliver.

¹ *Quantifiable impacts can be defined in various ways including:*

- *how the research will contribute to shifting the understanding, and advancing methods, theory and application across and within disciplines;*
- *the potential of the research to improve the economy, environment, or health outcomes beyond its contributions to knowledge and skills development.*

Benefit

- Proposals must demonstrate why the research could be of economic, environmental, or health benefit to New Zealand (NEW CRITERION)
- Proposals should demonstrate a clear rationale for the research to be undertaken in New Zealand (NEW CRITERION)
- Proposals should develop research skills in New Zealand, particularly those at the post-doctoral level and emerging researchers.

Vision Mātauranga

- Proposals must consider the relation of the research to the themes of Vision Mātauranga and, **where relevant**, how the project will engage with Māori.

All proposals funded must:

- Comply with the terms and process of any government policy or directive; and
- Be consistent with the nature and objectives of the Marsden Fund and the criteria set out above.

How the criteria will be assessed

Proposals to the Marsden Fund must meet each individual criterion to the satisfaction of the Council to be considered for funding.

Once Council members are satisfied that a proposal meets each criterion individually, they will score the proposal based on a holistic assessment across all relevant criteria.

Research: Proposals with an inspirational, robust and sound research goal that transcends the sum of the individual assessment criteria are likely to score more highly in this process.

As well as fulfilling all the assessment criteria, MFCA proposals should clearly demonstrate interdisciplinarity and the potential for fostering new and sustainable linkages between researchers and between organisations beyond the period of the Award.

The 'ability and capacity to deliver' criterion will be judged relative to opportunity, with career achievements assessed in the context of career history, allowing for breaks for family or other responsibilities. Where applicants already hold a Marsden Fund contract in a related area, performance on this will also be considered as evidence of ability, but existing award holders will not be privileged versus new applicants because of this.

Benefit: Proposals that clearly demonstrate the following are likely to score more highly:

- The comparative advantages of a New Zealand-based team
- The benefits that could accrue if the research were carried out in New Zealand

- That the team is well positioned to carry out globally relevant research with a high likelihood of bringing benefit (economic, environmental, health) to New Zealand
- Ways in which the proposed research has the potential to lead to economic* benefits to New Zealand

** Council will monitor awarded grants to ensure approximately 50% of the Fund supports proposals that have the potential to result in economic benefit to NZ*

Vision Mātauranga: Where Vision Mātauranga is deemed applicable, proposals that clearly demonstrate the following are likely to score more highly:

- Engagement with the idea and appropriateness of Vision Mātauranga
- The justification for Vision Mātauranga in terms of that research
- A description of how Vision Mātauranga is integrated and resourced

Te Tohu Kaunihera Pūtea a Marsden Marsden Fund Council Award

The Marsden Fund Council Award category was introduced by the Council in 2018. The expectation is that these Awards will enable teams of researchers to come together to engage in collaborative projects that might have difficulty being assessed by a single panel due to their interdisciplinary nature. This will expand the opportunities for interdisciplinary researcher-led projects of the highest ambition and encourage creativity and innovation through greater connections between specialists across disciplines with larger teams.

The assessment criteria for the Marsden Fund Council Award are those outlined in the Terms of Reference and are the same as for all other Marsden Fund proposals, with an extra criterion:

Proposals must use an interdisciplinary approach to significantly expand research possibilities and ambition through new researcher and institutional links.

Marsden Fund Council Awards will be particularly suited to projects where the expertise and skills required for the project could not be supported by a Marsden Fund Standard grant. Proposals that require multiple skill sets, incorporate more than one post-doctoral fellow across different research areas, or develop research infrastructure and co-operation across disciplines are encouraged. While joint proposals from multiple institutions are encouraged, only one institution will be the contractor.

The Council will set aside \$6 million per year for projects up to three years in duration, to cover proposals in this category of grant. The Council expects to fund up to 2 grants in this category, dependent upon proposal budgets. The Marsden Fund Council Awards are up to 3 years in duration.

The Council reserves the right to not grant any Marsden Fund Council Awards if they are of the opinion that the purpose of the Marsden Fund would be better served by allocating the money to the general pool of Fast-Start and Standard proposals.

For each Marsden Fund Council Award proposal, the Council expects a minimum of two PIs to be involved, each representing separate discipline areas (two or more) that are fundamental to the proposal.

Council will accept proposals where AIs provide major additional input, where these individuals are constrained to act as PIs by the PI exclusion rule (see "Eligibility" section above). In this case, the normal FTE restriction of 0.05 per year **does not apply to AIs on a Marsden Fund Council Award proposal**. Applicants should discuss this in the 'Roles and Resources' section.

Interdisciplinarity

Meeting the "interdisciplinary research" criterion is **essential** for Council Award proposals to succeed. It is important to note that this is more than bringing together two or more disciplines in an additive approach. Simply larger Standard proposals where various modules are added together but not integrated well are not likely to succeed. Ideally, the proposed research would integrate several disciplines together and be more than the sum of its parts (interactive). The proposed research would ideally span more than one of the ten disciplinary panels.

For a list of disciplinary panels and definitions, please see:

<https://www.royalsociety.org.nz/what-we-do/funds-and-opportunities/marsden/about/marsden-fund-panels/>

The Marsden Fund Council is keen to fund interdisciplinary proposals that in the long term, may lead to transdisciplinary research, but this is not a requirement.

Examples

Projects funded so far in this category:

<https://www.royalsociety.org.nz/what-we-do/funds-and-opportunities/marsden/awarded-grants/marsden-fund-highlights/2019-marsden-fund-highlights/exploring-temperature-dependence-earths-biosphere-over-time-and-space/>

<https://www.royalsociety.org.nz/what-we-do/funds-and-opportunities/marsden/awarded-grants/marsden-fund-highlights/2019-marsden-fund-highlights/study-into-whether-ancient-malaria-led-to-genetic-predisposition-to-diabetes-gout-in-pacific-populations/>

<https://www.royalsociety.org.nz/what-we-do/funds-and-opportunities/marsden/awarded-grants/marsden-fund-highlights/2020-marsden-fund-highlights/in-the-green-could-local-plant-diversity-be-the-key-to-understanding-childhood-allergies-and-asthma/>

<https://www.royalsociety.org.nz/what-we-do/funds-and-opportunities/marsden/awarded-grants/marsden-fund-highlights/2021-marsden-fund-highlights/deciphering-gravitational-waves-and-decoding-signals-from-the-universe/>

<https://www.otago.ac.nz/news/newsroom/funding-for-healthy-start-to-school-study>
(2024 grant)

Definitions of different types of research

Multidisciplinarity:

Draws on knowledge from different disciplines but stays within their boundaries
(*additive*)

Interdisciplinarity:

Analyses, synthesises and harmonises links between disciplines into a coordinated and coherent whole (*interactive*).

Any study or group of studies undertaken by scholars from two or more distinct scientific disciplines. The research is based upon a conceptual model that links or integrates theoretical frameworks from those disciplines, uses study design and methodology that is not limited to any one field, and requires the use of perspectives and skills of the involved disciplines throughout multiple phases of the research process.

Transdisciplinarity:

Integrates diverse disciplines, and transcends their traditional boundaries (*holistic*). There are several frameworks that can be used here. For example, it can be defined as research efforts conducted by investigators from different disciplines working jointly to create new conceptual, theoretical, methodological, and translational innovations that integrate and move beyond discipline-specific approaches to address a common problem.

References:

- [Multidisciplinarity, interdisciplinarity and transdisciplinarity in health research, services, education and policy: 1. Definitions, objectives, and evidence of effectiveness - PubMed \(nih.gov\)](#)
- <https://www.hsph.harvard.edu/trec/about-us/definitions/>
- For a useful visual guide to different types of collaborative research, please see <https://makinggood.design/thoughts/tasty> (Jo Bailey)

Marsden Fund Council Award: assessment process

There are two main points of difference to the Fast-Start and Standard schemes:

1. Marsden Fund Council Award proposals **will be assessed by the members of the Council**, rather than by disciplinary panels. In addition to the Chair, the Council is composed of top researchers from all eight of the Marsden Fund panels, and as such the Council is well placed to assess interdisciplinary proposals.
2. There is a one-stage proposal process. Applicants for this award are required to submit a **Full Proposal** at the February deadline.

Proposals to this category will be assessed in two stages. In Stage 1, they will be triaged by the Council. In May, Council will select proposals to go forward to Stage 2. These will be assessed by expert international referees. Applicants will have the opportunity to respond to referee reports.

At any time in the process, the Marsden Fund Council may have specific questions about various aspects of the research. If so, there is a possibility that some of the Council representatives may wish to conduct a brief video interview with one or more of the PIs on the proposal, to address any questions that Council may have. If this is the case, the Marsden Fund administration will contact applicants to arrange a convenient time. As much notice as possible will be given to applicants.

A final decision will be made in October by the Council.

Me pēhea te tono

How to apply

Applicants should register their intent to submit a Marsden Fund Council Award on the portal. Please enter the name of the contact PI (with all initials) and select “Marsden Fund Council Award” as the grant category.

The final date for registration of intent will be determined by Research Offices in each organisation. The Marsden Fund does not have a deadline for registration and does not require Research Offices to notify the Marsden Fund administration of registrations.

It is not intended that any pre-selection of proposals should occur within organisations, and there are no organisational caps applied in terms of numbers of proposals. However, researchers must ensure that any proposal they submit has the approval of their host organisation.

Trusted Research Guidance

Researchers should familiarise themselves with the [Trusted Research Guidance for Institutions and Researchers](#). If there are any questions arising from this, please consult your Research Office.

New Zealand has an open and collaborative research and innovation system, and values academic freedom and research conducted independently by individuals and organisations. While the government is actively seeking to increase the international connectedness of the research and innovation system, there are potential risks with international partnerships that have to be identified and managed to prevent damaged reputations (including harm to researchers), lost intellectual property (IP), and harm to New Zealand's national interests ([Trusted Research Guidance for Institutions and Researchers](#)).

One such risk is that sensitive technologies* may be accessed by others and applied to purposes that are not consistent with New Zealand's values or interests. To manage these potential risks, a risk analysis of those projects that are offered funding in the 2024 Marsden Fund selection round will be performed. In the unlikely event that any funded project appears to contain a high level of risk, risk mitigation strategies may need to be employed. These would be developed after a discussion with the Principal Investigator and the relevant organisation(s) and may form part of the contractual conditions of the project.

**Technologies become sensitive when they: are or could become dual use i.e., have both a civil and military/security application; or, underpin, or have the potential to underpin, significant economic value for New Zealand.*

Use of generative artificial intelligence (AI) technologies

The use of generative AI tools (e.g. ChatGPT) presents an opportunity to assist researchers in the crafting of proposals, but this may raise issues around authorship and intellectual property including copyright. Content produced by generative AI may be based on the intellectual property of others or may also be factually incorrect.

The Marsden Fund therefore advises applicants to use caution in relation to the use of generative AI tools in developing their proposals.

All applicants will be required to sign a proposal declaration on the portal to confirm that they take full responsibility for the content of the proposal, the suitability and validity of cited sources and originality of content, and to confirm that that proposal does not contain false or misleading information.

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.

<https://www.mbie.govt.nz/science-and-technology/science-and-innovation/agencies-policies-and-budget-initiatives/vision-matauranga-policy/>

Vision Mātauranga is included as an assessment criterion:

*Proposals must consider the relation of the research to the themes of Vision Mātauranga and, **where relevant**, how the project will engage with Māori.*

For the **Marsden Fund Council Award**, applicants indicate whether Vision Mātauranga is relevant and, if so, which of the four themes apply, with a brief justification.

Additionally, up to one additional page will be available for statements on Vision Mātauranga immediately following the description of research in Sections 3a-3c. This is to enable Vision Mātauranga to be more easily integrated into the conceptual framework and/or research design.

For more information on Vision Mātauranga, including guidance and resources for applicants, please see Appendix 1.

Ētahi atu pūtea **Other funding**

Applicants are asked to provide details of funding sought or received for the Marsden Fund-proposed research, or for research relating to the proposal. This is consistent with information asked for at the Standard and Fast-Start Full proposal stage. Should the proposed research be funded by more than one funding agency, this will be followed up by the Marsden Fund administration.

Takotoranga o ngā tono **Format of proposals**

All proposals should be submitted via the portal using the prescribed document templates. These can be downloaded from the portal with the original format retained from the templates. The layout of the entire proposal is automatic on the portal (seen via the "Print Preview" function). The limit on space in all sections of the templates should be adhered to. The typeface should be 12 point, Times or of similar size font, single spacing as set in the template, with margins of 2 cm on the left and 2 cm on the right side of the page. Instructions may be removed, but not the margins. No additional pages or attachments will be accepted other than where requested (unless a translation is supplied— see "Applying in te reo Māori" below).

IMPORTANT: Coloured images / text may be included in section 3 of the proposal. Images are not permitted in CVs.

The guidelines on formatting must be followed. Failure to do so may result in the proposal not being considered. See "Proposal formatting breaches" below.

Proposal formatting breaches

From time to time, panellists raise issues with the Marsden Fund office and panel convenors around irregularities in EOs. If anything is raised, the Marsden Fund office will investigate. If the issue is not due to a portal error, it may lead to the proposal being deemed ineligible. Below is a list of irregularities which could lead to a proposal being deemed ineligible. It is not exhaustive.

Significant material advantage

- The proposed research, specific methodologies and assessment criteria sections (3a-3f), including any diagrams or footnotes, are greater than 11 pages in total (or greater than 10 pages in total if Vision Mātauranga is not applicable)
- Font size, line spacing and/or margins have been altered from the templates to give the applicant a material advantage
- The description of the proposed research has expanded significantly from the main research sections (3a-3f) into other sections (e.g. as footnotes in the reference section (3g) or added to the roles and resources (3i))

Applicant error

- The main research template (sections 3a-3g) is incomplete or missing (e.g. overwritten by a different template), thus making it impossible to assess the proposal
- The contact PI's CV is not there (e.g. may have been duplicated with an AI's CV), thus making the track record of the PI impossible to assess from the proposal.

Applying in te reo Māori

If applicants wish to complete some, or all, sections of their proposal in te reo Māori, they can do so. However, because some Council members (and possibly referees) 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 we ask that anyone who is providing a translation sends it **by email** to rachel.averill@royalsociety.org.nz by the closing date of February 26th 2025. If an applicant chooses not to provide a translation, then we will arrange for a translation to be made by one of the third-party translation services that we use for our own publications. Please note that because this will be carried out by a third-party service, we will not be able to guarantee the accuracy of the translation.

Proposal numbers

When your proposal is registered on the portal, a unique proposal number will automatically be generated. This consists of: 25-(Organisation)-(Number).

The first two numbers refer to the year of application (2025).

The organisation is a three-letter abbreviation. For example: LCR is Manaaki Whenua Landcare Research, UOW is University of Waikato.

The numbers are consecutive 3-digit numbers. Your number can be obtained from your organisation's Research Office. Private individuals or researchers need to contact the Marsden Fund administration for their proposal number.

You will need to select the category of proposal: Fast-Start, Standard, or Marsden Fund Council Award.

As Council Award proposals will be assessed by Council, no panel choice is necessary.

The information entered will appear automatically at the top of each page of the proposal form, along with the name and initials of the contact PI (see notes on "Contact Person and Principal Investigators" below).

Example for Dr HR Taumata:

Proposal	Contact PI's surname	Initials	Application Number	Panel
Council Award	Taumata	HR	25-UOA-001	MFC

Ngā kaitirotiro Audiences

Different parts of the proposal should be addressed to the appropriate audiences.

Public: The public title and public summary should be in plain language, without compromising accuracy. These will be made publicly available if the proposal is funded.

Marsden Fund Council: The research title, research summary, the majority of the research template (background, overall aims, proposed research, assessment criteria) and "benefit" sections should address the Council as its audience - i.e. research literate but not necessarily specialists in the fields covered in the proposal.

Expert Referees: The specific methodologies section should address specialists in the field, with the audience being expert referees. It is anticipated that expert commentary on this section will provide confidence to the Council that the proposals are rigorous and have a basis in prior research using a sound research methodology.

It is important to support the background, overall aims, proposed research, assessment criteria and specific methodology sections using references. Please ensure that these are not only to the applicants' own work.

Te hunga whakapā me ngā whakahaere tuku kirimana

Contacts and contracting organisation

The host organisation of the contact person will be responsible for signing off all Council Award proposals. Administration contact on the research proposal is through the host organisation's research office. Private applicants may sign off as their own host.

The host organisation of the PI will be responsible for fulfilment of the contract and is required to guarantee that resources and research time are available.

Any funding awarded is GST inclusive. Successful private applicants will have to register for GST.

Contracts will be based on the information contained in the proposal. If the applicant is offered the full amount requested, the proposal will be the basis for the contract.

Although a contract is with a host organisation for administrative purposes, if there is significant change in personnel on a project, the Marsden Fund can either transfer the contract to a new organisation to which a key person has shifted or terminate the project. Other changes to the contract need to be notified to the Marsden Fund and a variation approved. A successful private applicant can also act as the contractor.

The submission of progress reports to the Marsden Fund is a contractual requirement. A written report describing in a prescribed format the progress of the year's research is required at the end of years one and two (if any preliminary work has been described in the proposed research, you will be asked to describe what has happened to this work in the first progress report). A final report, following a prescribed format, must be provided at the completion of the funding period.

Ngā here o te NZRIS

NZRIS obligations

Royal Society Te Apārangi is one of the data providers for the New Zealand Research Information System (NZRIS). In 2020, several new data elements were introduced for each proposal. These will form data to be collected in the future as part of NZRIS. These elements will continue.

- Percentage share of Fields of Research (FOR) codes in the proposed research (visible on the proposal)
- Socio-Economic Objectives (SEOs), % shares, and associated keywords required (for 2025, these will be visible on the proposal)
- Type of research activity (not accessible to anyone involved in the assessment of proposals)
- Share of the proposed research to each Vision Mātauranga theme (for 2025, not accessible to anyone involved in the assessment of proposals).

- Personal statistical information for each applicant such as date of birth, gender and ethnicity. These are not mandatory and are not accessible to anyone involved in the assessment of proposals.

For more information about NZRIS, please see <https://www.mbie.govt.nz/science-and-technology/science-and-innovation/research-and-data/nzris/>

Our provision of data to the NZRIS system will consist of the characteristics of awarded proposals and the names and organisations of supported investigators.

la wāhanga o te tono

Proposals section by section

Instructions how to use the portal, along with FAQs, are available at:

<https://www.royalsociety.org.nz/what-we-do/funds-and-opportunities/marsden/marsden-fund-application-process/submitting-a-proposal/the-marsden-application-portal/>

Follow-on Funding tick box

Please tick this box if this proposal is following on in any way or arising from previous Marsden funding. If so, note in the text box the Marsden Fund contract(s) which the proposed research follows on from. The tick box and previous contract information provided here will be used for monitoring and evaluation purposes only and will not be accessible by anyone involved in the assessment of proposals. For this reason, any relationship to previous Marsden funding should be described in the proposed research.

Section 1a. Research Title

The title of your proposal should be in plain language, written for panellists and referees, be descriptive, and no more than 25 words in length. Please avoid puns, proverbs, colloquialisms, whimsical or obscure popular culture references. Note that the title helps potential reviewers decide whether to assist in the review process. This title will be publicly available if the proposal is successful and used for contracting and reporting purposes. Marsden Fund Council reserves the right to alter your title, should your proposal be funded.

Section 1b. Contact Person, and Principal and Associate Investigators

This section should contain the title, first name, first and middle initials, and last name of all PIs and AIs, and a contact email address for all investigators. Although contact details of all investigators are required, only the names, organisations and countries (if outside New Zealand) of the investigators will be displayed when previewed as a document on the portal.

The contact person is also called the contact Principal investigator (PI), under whose name the proposal is registered.

For each Marsden Fund Council Award proposal, the Council expects a **minimum of two PIs** to be involved. One should be nominated as the contact PI for the proposal, for administrative purposes.

It is important to list all PIs and AIs, including those based overseas, as new PIs and AIs cannot be added at the Full Proposal stage except in extraordinary circumstances.

All PIs and AIs (and Mentors if applicable) on each proposal will need to confirm their own contact details via an individual URL, which will be emailed to each person after their email address has been entered into the portal by the contact PI. Each individual person will therefore be able to provide their own contact details, Fields of Research (FOR) codes, statistical information, and give consent for their involvement in each proposal that they are involved in, without a requirement for the contact PI to provide details.

Individual URLs

Anyone who is named as a contact PI, co-PI, or AI will receive an individual URL. Your URL will give you access to your personal details and a list of all proposals in the round that you are named on.

When you log in, you will reach a screen that is personalised for you.

Personal details

Please check and amend if necessary (using edit & save), and work your way down the left hand side of the menu:

CONTACT DETAILS

ORCID: An ORCID ID is preferred for all named investigators but is 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.

PHD DETAILS (FAST-START CONTACT PIS ONLY)

Not required for Council Award applicants.

RESEARCH EXPERTISE

All named PIs and AIs are requested to provide up to five Fields of Research (FOR) codes about their own research interests and expertise. A list of codes will be available on the portal, and can also be referred to at:

<https://aria.stats.govt.nz/aria/#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/d3TYSTsmz2uc8CY1>

This is used for statistical purposes only. It is not accessible by anyone involved in the assessment of proposals.

STATISTICAL INFORMATION

The data provided in this section is used for statistical purposes only. It is not accessible by anyone involved in the assessment of proposals.

APPLICATIONS (PLUS TERMS AND CONDITIONS)

Personal terms and conditions: Each person named in the proposal needs to tick their acceptance at the bottom of the personal Terms and Conditions page. **Agreement of personal Ts and Cs is carried over from previous years.**

List of Applications:

At the top of the "Applications (plus Ts and Cs)" page, you will see a list of the applications that you are named on for the current round. You can access any application by clicking on the triangle on the right. At any time, you can navigate back to your personal pages by clicking on the blue "Researcher" link on the bottom left.

If you are contact PI, you will be able to access and edit your application. If you are co-PI or AI, you will have read-only access only to the application.

Each person will need to click on the "I Agree" box next to each application they are named on to indicate agreement. When ticked, the "I Agree" wording will be replaced by that day's date. **Agreement is not carried over from previous years, as it relates to specific proposals.**

Section 1c. Fields of Research, Socio-Economic Objectives, Type of Research Activity

Fields of Research (FOR) codes, Socio-Economic Objectives (SEOs) and Type of Research Activity are all part of the Australian and New Zealand Standard Research Classification (ANZSRC). Further information can be found here:

<https://www.mbie.govt.nz/science-and-technology/science-and-innovation/research-and-data/anzsrc/>

Fields of Research (FOR) Codes and keywords

Please enter up to FIVE 6-digit codes, using codes that are as specific as possible, and indicate the percent share of each code to the proposed research. The shares should add up to 100%. A list of codes and a search field is below:

<http://aria.stats.govt.nz/aria/#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/d3TYSTsmz2uc8CY1>

Please also give key words or key phrases of no more than 255 characters in total, in a single list (separated by commas or semi-colons; avoid using the return key). This information will be used to assist the process of finding referees and to provide data for a strategic report on funding.

Socio-Economic Objectives (SEOs) - Updated

Please choose up to **FIVE** codes from the drop-down field and indicate the percent share of each code to the proposed research (the shares should add up to 100%). For a list of codes and a search field, please refer to the Socio-Economic Objectives Calculator at:

<http://aria.stats.govt.nz/aria/#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/d1iJyaEzjWHJiRej>

Please also give key words or key phrases associated with the chosen SEOs, of no more than 255 characters in total, in a single list (separated by commas or semi-colons; avoid using the return key).

The SEO codes, shares and keywords will be visible to those involved in proposal assessment.

Type of Research Activity

Collection of research activity data for Marsden Fund proposals will form part of our reporting obligations for NZRIS (see “NZRIS obligations” earlier).

The four activities are:

Pure basic research is 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 is 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 is original investigation undertaken in order to acquire new knowledge. It is, however, directed primarily towards a specific, practical aim or objective.

Experimental research is 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.

More information can be found at:

<http://aria.stats.govt.nz/aria/#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/Wg615FKY3OhnyOzL>

This information will not be accessible to anyone involved in the assessment of proposals.

Section 1d: Research Summary (updated)

Please describe in up to 200 words the nature of the proposed research. The summary will be used for two purposes: i) for the panellists as an introduction to the proposed research; and ii) as an aid for finding appropriate referees at the Full Proposal stage. The summary should be written in plain language accessible to the panellists who are research literate but not necessarily subject matter experts.

The summary should cover the following items: What is the state of the field? What does the applicant want to do? How will the applicant do it? What is the broad outcome expected to be? It should not contain any confidential or commercially sensitive information, and it should be a stand-alone description of the proposal. This summary will be publicly available if the proposal is successful and used for contracting and reporting purposes.

Section 1e: Public Title (NEW)

This will be published if the proposal is funded. It should be in plain language, be descriptive, and no more than 25 words in length. Please avoid puns, proverbs, colloquialisms, whimsical or popular culture references.

The purpose of this is different from the research title (1a). This public title should ensure the public can, as best possible, be informed what the research aims to achieve. A clear title will help the Marsden Fund Council meet its obligations to communicate the relevance and importance of Marsden-funded research to the New Zealand public. For this reason, the Marsden Fund Council reserves the right to alter your title, should your proposal be funded.

This title will not be used for assessment purposes and will not be visible on the proposal.

Section 1f: Public Summary (NEW)

This will be made publicly available should the proposal be successful and may be used as part of the Marsden Fund's publicity. The summary should be written in plain language. In no more than 300 words, summarise the proposed research plainly but without loss of accuracy or excessive over-simplification. The summary should also outline how the research could be of economic, environmental, or health benefit to New Zealand. Even if the research has potential benefits, other than economic, the section should also include a description of any potential economic impact for New Zealand. The summary should not contain confidential or sensitive material. A clear summary will help the Marsden Fund Council meet its obligations to communicate the relevance and importance of Marsden-funded research to the New Zealand public. For this reason, if the application is funded, this summary may be reviewed by the Marsden Fund Council which reserves the right to change its wording.

This summary will not be used for assessment purposes and will not be visible on the proposal.

Section 2: Vision Mātauranga

Proposals must consider the relation of the research to the themes of Vision Mātauranga.

Where research projects have one or more Vision Mātauranga themes, the Marsden Fund Council expects applicants to be in an engagement or consultation process at the planning stage, to achieve the best possible outcomes. If unsure about the relevance of the proposed study to the Vision Mātauranga themes, researchers should consult their organisational advisor. More guidance is available in Appendix 1.

In this section, applicants should identify which, if any, of the four Vision Mātauranga themes can be associated with the proposed research. More than one theme may apply. If none apply, choose N/A. The themes are:

- **Indigenous innovation:** Contributing to economic growth through distinctive research and development
- **Taiao:** Achieving environmental sustainability through iwi and hapū relationships with land and sea
- **Hauora/Oranga:** Improving health and social wellbeing
- **Mātauranga:** Exploring indigenous knowledge and science and innovation

If one or more themes do apply, up to one additional page will be available for statements on Vision Mātauranga (section 3d).

If you have identified one or more Vision Mātauranga theme(s), please consider each theme one at a time and 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 theme, the contributions could be 100% and 10% respectively.

The percentages do not form part of the assessment criteria – they were introduced as part of our NZRIS obligations. The percent shares will not be accessible to anyone involved in the assessment of proposals.

There is a comment box on the portal to briefly explain your rationale for either choosing N/A, or your choice of Vision Mātauranga theme(s). The maximum size for this is 200 words. Council members will be looking for affirmation that applicants have considered whether their proposed research has Vision Mātauranga theme(s). If you feel that Vision Mātauranga does not apply to your proposed research, please state this here. Consultation is not a requirement; however, if you have received feedback from your organisation that Vision Mātauranga does not apply to your proposed research, please state this here.

Council will assess each proposal for Vision Mātauranga relevance, whether the applicants have indicated N/A or not.

Sections 3a – 3d: Background, Overall Aim, Proposed Research and Vision Mātauranga

Section 2 (Vision Mātauranga themes) should be addressed before completing this section, to ensure that the correct page limits are applied:

If no Vision Mātauranga theme is identified in Section 2, the total page limit for this section is **five pages**, with no set limit for each section within this. Section 3d should be deleted from the template.

If one or more Vision Mātauranga themes are identified in Section 2, the total page limit for this section is **six pages**, with no set limit for each section within this.

Section 3a: Background

Use this section to give a context for the proposal by summarising in plain language the state of knowledge in the field.

Section 3b: Overall Aim of the Research

Use this section to state the general goals and specific objectives of the research proposal. Outline the potential for quantifiable impact of your proposal relating to its novelty, originality, insight, and ambition (i.e. how the research will contribute to shifting the understanding, and advancing methods, theory and application across and within disciplines). Applicants should also use this section to explain the interdisciplinary nature of the proposal, and how it will significantly expand research possibilities and ambition through new researcher and institutional links.

Section 3c: Proposed Research

This section should cover, where appropriate, the hypotheses being tested, the general or brief methodologies to be used, sampling design, and methods of data analysis. Please ensure that your description covers the period of funding sought (up to three years). This section is intended for a general research literate audience.

If you identify one or more Vision Mātauranga themes in Section 2, please elaborate here how these fit in with your proposed research. For example, you may wish to discuss consultations and linkages, relevance, conceptual framework and/or proposal design, and outcomes (in addition to statements in Section 3d).

As signalled in the past few years, the Council has recommended an increased emphasis on ethical considerations of the proposed research, particularly in the social sciences disciplines.

If the proposed research requires ethics approval, please use this section to show that you have considered all the ethics issues associated with your research. Your discussion should satisfy the Council that your processes are meaningful.

Compliance information (for example, permit numbers, details of ethics approvals gained) should be detailed in Section 3l (Ethical or Regulatory Obligations).

Section 3d: Vision Mātauranga

Please refer to Appendix 1 for more guidance and resources on Vision Mātauranga.

If you identify one or more Vision Mātauranga themes in Section 2, please include here:

- Discussion of this, for example, on consultation and linkages, relevance, conceptual framework and/or proposal design, and outcomes.
- Any statements on Vision Mātauranga.

Compliance aspects, such as access to culturally sensitive material and knowledge, should be covered in Section 3l, “Ethical or Regulatory Obligations”.

Aspects of Vision Mātauranga relating to relevant experience can be included in the “Roles and Resources” section (3k) and can also be incorporated into sections 3a-3c.

It is also essential that any costs associated with Vision Mātauranga capability development and engagement are accounted for in the budget (sections 6 and 7):

- *Is there appropriate Māori researcher involvement in the project, both in terms of PI/Als and capability development?*
- *Has budget been disclosed and agreed to with Māori partners? Is there appropriate provision in that budget for Māori involvement, capability development and consultation?*

Section 3e: Specific Methodologies for the Proposed Research

This section should expand on the areas covered in the “Proposed Research” section and go into much more detail. It should cover, where appropriate, the **specific** methodologies to be used, sampling design, and methods of data analysis. This section is intended for a specialist audience (expert referees in the fields of research covered in the proposal).

This section should not exceed **three** pages in length.

Section 3f: Assessment Criteria

This section is for applicants to state explicitly how their proposed research relates to the Marsden Fund Council Award assessment criteria. Applicants should address each individual criterion. These are listed on the template.

Applicants should pay particular attention to the criterion regarding interdisciplinarity. Additionally, if there is potential for the proposed research to lead to transdisciplinary research, applicants should provide details here (though an outcome of transdisciplinary research is not a requirement).

This section should not exceed **two** pages in length.

Section 3g: References

This section is for references associated with sections (3a-3f). It is important to support the proposal by means of references. Please ensure that these are not restricted or limited to the applicants' own work. Applicants are also requested to:

- Ensure that the references have been published, so that they are readily accessible when the proposal is being assessed
- Bold any applicants' names if they appear in the reference list
- Include titles of each reference
- Include names of all authors (up to 12)

There is a limit of **four** pages for this section when previewed as a document on the portal. This section does not include the use of footnotes; it should contain a list of references only, rather than further explanation of ideas covered in sections 3a-3f. Links (URLs) may be included if they are publicly accessible.

Section 3h: Benefit categories (NEW)

In this section, applicants should identify using tick boxes which of the three benefit categories can be associated with the proposed research. More than one category may apply. The categories are:

- **Economic**
- **Environmental**
- **Health**

Any selections should align with the benefit statement in section 3i.

Section 3i: Benefit statement (NEW)

It is expected that exploring new ideas results in greater potential to develop new technologies, products, boost economic growth and enhance New Zealanders' quality of life. All proposals **must** demonstrate how their research could be of economic, environmental, or health benefit to New Zealand.

Furthermore, the Council will ensure that over time approximately 50% of funding will go towards supporting proposals that have the potential to result in economic benefits to New Zealand.

Even if the research has potential benefits, other than economic, the section should also include a description of any potential economic impact for New Zealand.

Research should have direct and indirect benefits or effect on individuals, communities or society as a whole, including broad benefits to New Zealand's economy, environment or health. Assessment must have particular regard to:

- the scale and extent of potential benefits from the proposed research, science or technology, or related activities
- the extent of alignment with one or more areas of future additional value, growth, or critical need for New Zealand
- **where relevant**, the extent to which the project has identified and evaluated the potential impacts for Māori.

Proposals **should** demonstrate a clear rationale for this research to be undertaken in New Zealand. This does not mean the Fund will not support globally relevant and impactful research. Rather, consider why a New Zealand-based team would be uniquely positioned, what comparative advantages there are, and what the likely benefits would be, if the research is conducted in New Zealand.

The development of research skills in New Zealand **should** be addressed in the Roles and Resources section.

There is a limit of 400 words for this section.

Sections 3j – 3l: Timetable, Roles and Resources, Ethical or Regulatory Obligations (*section numbers updated*)

One assessment criterion includes the ability of the researchers to carry out the research. Sections 3j, 3k and 3l are an opportunity to demonstrate that the research is feasible, and that the researchers have a clear plan. Researchers should indicate how they intend to use their time, what the roles of various personnel will be, any anticipated ethical or regulatory obligations, and any potential administrative hurdles (such as permits, access or approvals) that they will need to deal with.

The total page limit for Sections 3j to 3l is two pages, with no set limit for each section within this. Please read the definitions of these sections clearly and avoid repetition. Where practical, utilise paragraph breaks, subheadings or bold fonts to clearly signpost your proposal.

Section 3j: Timetable

Describe in general terms the advances you hope to make in each year. It is acknowledged that this timetable may be revised as the research progresses.

Section 3k: Roles and Resources

In this section, please explain briefly:

Roles: The contribution that each named team member will make to the proposed research. This should include PIs, AIs, mentors, post-docs, and postgraduate students (if any), regardless of the FTEs sought. 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.

If AIs are named on the proposal and are constrained from being PIs due to the PI exclusion rule, please address this here.

Resources: Clearly state the resources required for the proposed research that the team will have access to. This is an opportunity to discuss the practical requirements of your proposed research. For example: access to museum collections/archives; access to required instruments/equipment/techniques/materials; ability to do fieldwork (for example, site access, assistance, etc.); access to pools of participants.

If there are any special requirements for the proposed research, please explain how these will be met.

Please note that if applicants will require logistical support from Antarctica New Zealand, this should be signalled here. If logistical support will be required, applicants on any Marsden Fund Council Award proposal that is selected to go to Stage 2 will then need to engage with Antarctica New Zealand.

Section 3l: Ethical or Regulatory Obligations

Any permissions, approvals, etc., should be listed in this section.

It is your responsibility to ensure that all ethical or regulatory obligations are met (for example, from the Environmental Protection Authority [EPA], Ministry for Primary Industries [MPI], Animal Ethics, Human Ethics). It is also your responsibility to organise access to facilities, fieldwork sites, archives, materials etc. This section should make clear that you have anticipated or gained the necessary formal approvals for your intended research, for instance, Department of Conservation permits, EPA permits, and so forth.

Researchers should plan the necessary approvals well in advance, to ensure no delays on the project should it be funded. Researchers should contact their institutional ethics committee and research offices for further information. Researchers will need to provide information on the current state of their ethics approval.

Note that only compliance aspects related to ethical or regulatory considerations should be covered here. Ethical considerations in the context of the research methodology should be discussed in detail in the Proposed Research section (3c), as mentioned previously.

Social research

Researchers collecting personal information should be aware of their obligations around obtaining consents, data security, maintaining the anonymity of individuals, sensitivity around cultural issues and all other ethical considerations as appropriate. If there is any uncertainty, researchers should consult their institutional ethics committee.

Please note that there is now a requirement that any researchers working with children follow the guidelines of their host institution's child protection policy, in accord with section 19 of the Vulnerable Children's Act 2014. Should the host institution not have a child protection policy, researchers should comply with the Society's guidelines: <https://www.royalsociety.org.nz/who-we-are/our-rules-and-codes/policy-on-child-protection/child-protection-policy/>

Research using animals

Research using animals is covered by the Animal Welfare Act 1999 (the Act), which is administered by the National Animal Ethics Advisory Committee (NAEAC).

The Act encourages researchers to consider the Three Rs:

Replacement: replacing animals with non-animal alternatives. Computer models can sometimes be used for teaching instead of live animals.

Reduction: using as few animals as necessary.

Refinement: pain or suffering must be reduced as much as possible, for example, by using painkillers.

For further information on NAEAC and your obligations as a researcher, you should contact your institutional ethics committee well in advance of your proposal. More information on research involving animals is available at: <https://www.naeac.org.nz/>

Please note that animal welfare legislation requires animal ethics committees to **explicitly** consider whether a research proposal has assessed the "replacement" option.

Details of ethical approval for social science research or animal research, or regulatory approval (for example EPA approval for use of genetically modified organisms) need to be received before any grant is paid.

Section 4: Personnel (FTEs) table

The time that each member of the research team will spend on the proposed project should be listed here and filled in for each year of the planned research. The contribution of all personnel must be included as a fraction of a full-time equivalent (FTE). For example, if one PI plans to commit one day per week to the proposed research for the first year, this would be expressed as 0.2 FTE for that person for year 1.

The minimum time for an Associate Investigator (AI) is 0.05 FTE per year.

All FTEs should be included in the FTE table (Section 4), regardless of whether Marsden funding is being requested for them. However, in the budget (Section 6), FTEs should be recorded as zero if Marsden funding is not requested for them. Note that this distinction means that the total FTE count per year may differ between the FTE table and the budget.

Please note that overseas investigators cannot have their time or institutional costs paid for by the Marsden Fund. For payment of any FTE on a Marsden grant, investigators are required to be New Zealand-based.

Post-doctoral researchers and / or postgraduate students can be included in the research team. Summer students may also be included under the “postgraduate student” category if required.

Post-doctoral researchers may be part-time or full-time on a Marsden Fund proposal.

Postgraduate students can be supported on Marsden Fund proposals on a fixed-rate basis. The values are \$35k scholarship per year, plus fees (New Zealand resident rates) for PhD students or \$22k scholarship plus fees (New Zealand resident rates) for one year for Masters students. These figures assume the postgraduate students are assigned to the research on a full-time basis.

For summer studentships, please check with your Research Office for guidance on scholarships.

More information about postgraduate scholarships can be found here:

<https://www.royalsociety.org.nz/what-we-do/funds-and-opportunities/marsden/information-for-grant-recipients/marsden-funded-postgraduate-scholarships/>

Those involved in the assessment of the proposal require this information to determine whether the total resources requested are sufficient and realistic to achieve the goals and objectives indicated in the proposal. The Council expects that sufficient PI time be allocated to carry out the project successfully. The total time that is to be devoted to the project, specified in Section 4, will form part of the contractual obligations to Royal Society Te Apārangi.

Section 5: Curriculum Vitae (trial updated)

A CV should be completed for each named PI, AI or named post-doctoral fellow. CVs are not required for students, technicians or un-named post-doctoral fellows. No photographs are permitted on CVs.

In an extension of the initial trial for Fast-Start applicants, **in 2025 all applicants will have a choice of the usual (standard) CV template OR a narrative CV template.** Both templates will follow the same assessment process.

Standard CV template (updated)

MBIE, the Health Research Council of New Zealand and the Marsden Fund use a similar template, which largely standardises the type of information asked for. Please follow these guidelines, which are included with the CV template on the portal. This template allows you to maintain your own master CV, from which you can draw on when submitting a research proposal. In total, your CV must not be more than **five pages** long when submitted.

Sections 2b, 2c, 2d of the standard template are relevant only to MBIE proposals and have been deleted from the template on the portal. The template allows you to expand/reduce sections as you see fit.

The template has been slightly updated for the 2025 round for consistency with MBIE and HRC. Please follow instructions on the template.

Part 1

1a. This section is for personal details. It identifies who you are and where you can be contacted most readily. A space is provided for your own personal website about your research (optional) and has space for a research ID such as ORCID, ResearchGate or Google Scholar where you maintain an up-to-date list of publications.

1b. You should list your academic qualifications in this section.

1c. You should list the professional positions you have held in this section.

1d. You should briefly describe your field of expertise in this section.

1e. You can describe any significant interruptions to your research career here, if applicable – for example parental leave, illness, administrative responsibilities. The information included here should give an idea of research relative to opportunity.

1f. This section is for significant achievements, including, but not limited to, honours, prizes, previous grants, scholarships, memberships or board appointments.

1g. This section is to record the total number of peer-reviewed publications you have produced during your career. Only peer-reviewed or refereed publications should be counted in each section. Books should be listed separately in this section.

Part 2

2a. This section lets you list some of the peer-reviewed publications you have produced and that are relevant to your proposal. Recognising that research dissemination occurs other than through peer-reviewed publications, this section also lets you list other forms of research dissemination, such as patents, technical reports or popular press. Please **only** include publications that are either published or in press. Submitted articles should not be included.

You should **bold your name** in the list of authors and include names of all other co-authors (up to 12).

You should **bold the year** of the publication if it was published in the **last five years**. For 2025, applicants should bold the year of publication from **2020 onwards only**.

Note that the list of publications should include all publications relevant to the proposal; these are not limited to publications from the previous 5 years.

For book chapters or volumes, please give page numbers and names of publishers.

For any published books, please indicate the number of pages for each book.

All instructions in italics should be deleted before you submit your CV.

Standard CV page limits are the same for each named person on the proposal.

Narrative CV template (updated)

Please use the template provided on the portal (based on the Endeavour Fund Narrative CV). The template has been slightly updated for 2025. Please follow instructions on the template. In total, your CV must not be more than **four pages** long when submitted. This page limit is shorter than the Standard CV as the type of information provided in a Narrative CV is descriptive rather than list-based.

Resources:

Further information on Narrative CVs including examples can be found on the MBIE website:

<https://www.mbie.govt.nz/science-and-technology/science-and-innovation/funding-information-and-opportunities/process/pitau-investment-management-system-portal/>

A useful webinar is on the MBIE website:

<https://www.mbie.govt.nz/dmsdocument/26222-endeavour-fund-narrative-cv-webinar-for-researchers-slide-deck>

Guidance and resources for filling out the individual narrative profile (from the Luxembourg National Research Fund; www.fnr.lu)

- The University of Glasgow has created an online resource giving guidance on filling out narrative-style CVs. [Here is the link to the website and accompanying videos.](#)
- The Royal Society has created a video on how to talk about research output – [Here is a link to the video.](#)
- The FNR hosted a guidance workshop on how the Narrative Profile. The slides, mural, and pre-workshop survey are available as resources – [Here is the link to the website](#)
- Imperial College has a webpage giving guidance for filling out a narrative-style CV – [Here is a link to the website.](#)
- Maastricht University provides guidance for evidencing impact of a broad range of outputs: <https://library.maastrichtuniversity.nl/research/evaluating-research/research-intelligence/narrative-cv/>
- Oxford University has published: “Narrative CVs: a Guide for Applicants” as well as a companion presentation: “How to write Narrative CVs”
- Trinity College has created the “Researcher Impact Framework”, which can help researchers develop evidence-based impact narratives.

Guidance

It is important to note that any section in this template can be removed if you do not wish to use it. The weight and value of the CV template will be assessed using a holistic view and no section has more merit or advantage than another. Please only expand the sections that seem relevant to you and delete the sections that do not fit your experience or the proposal you are applying for.

Formatting guidance:

- Use Calibri 11-point font
- Do not alter page margins
- Delete all guidance in italics and blue shaded boxes once you've finished
- Feel free to use images or tables within the defined page limit and margins
- Use the template to capture your expertise and experience in the best way you are comfortable with. The sections titles and descriptions are only a guide
- When completing this template, we recommended you use bullet points and short descriptions.

Part 1

This section is for personal details. It identifies who you are and where you can be contacted most readily. A space is provided for your own personal website about your research (optional) and has space for a research ID such as ORCID, ResearchGate or Google Scholar where you maintain an up-to-date list of publications.

Part 1 also contains sections to list your most recent / relevant:

- Significant qualifications and /or merit-based roles,
- Professional positions or community roles
- Areas of expertise
- Up to five publications relevant to the proposal.

There are also sections relating to:

- Your role on the project
- Any career break events.

Part 2

This consists of six sections. It's recommended that you use bullet points and short descriptions.

- How have you contributed to broader societal engagement and/or knowledge exchange?
- How have you contributed to the generation, revitalisation, preservation, and dissemination of knowledge?
- How have you contributed to the development of individuals, collectives, iwi/hapū?
- How have you contributed to the wider research or professional community?
- How have you contributed nationally or internationally to the development of research and technology impact?

- Personal statement.

Sections 6 and 7: Budget

The Marsden Fund Terms of Reference state that funds awarded are to cover the full costs of a proposal. Full costing shall include direct costs, associated personnel costs and an appropriate share of overhead costs such as institutional administration and depreciation of capital assets and buildings. Please note that collaborating researchers from outside New Zealand can be included in proposals but **are not able to receive direct funding support for their time (FTE) or institutional (overhead) costs.** However, costs associated with collaboration (in other words, travel and accommodation) may be covered under “direct costs”.

The Terms of Reference also state that shared funding in the form of one party paying direct costs and the other paying indirect costs will not be permitted. The Marsden Fund may, however, support pieces of work that are related to programmes already being sustained through some other funding route (for example Centres of Research Excellence), providing that the proposal is for a discrete piece of work. Where relevant, the wider programme should be described to demonstrate that the Marsden Fund proposal complements other work being carried out by the applicant. This procedure has been adopted to prevent cross-subsidisation, especially where Government funds are involved.

The Council wishes to be assured that the funding arrangements for Marsden Fund projects are appropriate. If insufficient information is available to provide this assurance, the Council will seek to obtain these details before funding is approved. Applicants are advised that this need for further information will not play any part in the Council’s assessment of the merit of the proposed research.

In identifying the full cost of their proposal, applicants should see the sample budget within this document (Appendix 2), which is prepared as a guide.

Note on Vision Mātauranga costs

If the proposed research has any Vision Mātauranga themes, it is essential that any costs associated with Vision Mātauranga capability development and engagement are accounted for in the budget (sections 6 and 7). This could include (but is not limited to):

- Salary (and associated overhead) costs for any PIs / AIs
- Research assistant time
- Student scholarship support

Costs of engagement or consultation (direct expenses). Examples could include donation to the organisation or marae committee as a way of recognising expertise and contribution; koha; vouchers; providing resources such as books or research findings to the communities involved

Costs of dissemination (for example: hui) – direct expenses.

Guidance for responsible travel

The support of international linkages and collaborations is a very important part of Marsden funding. However, applicants are encouraged to consider any planned overseas travel in the context of sustainability. Please contact your Research Office to check whether your organisation has guidelines around responsible travel, or a sustainable travel policy, and follow these guidelines if so.

Guide on project size

The Council has set a maximum amount for each Marsden Fund Council Award of \$3 million (excl. GST) over three years. Amounts applied for may vary from year to year.

Where other funding for research relevant to the proposal is being provided or sought, it must be detailed, as required, in Section 8 (Other Funding). It is appreciated that many other applicants will be involved in proposals to other funding sources or have funding for related work. **This is to be encouraged.** However, to assist in the assessment of Marsden Fund proposals, the Council need to be aware of other funding applied for or received. Approximately \$6 million (excl. GST) will be allocated to up to 2 Marsden Fund Council Awards Proposals in the 2025 round.

If any applicants have sought other funding for work related to the Marsden Fund proposal (to be detailed in Section 8, "Other Funding") and they are subsequently successful, they should let the Marsden Fund office know immediately.

Budget template

The budget template is an Excel file with a "Budget" tab (section 6) and a "Direct Costs" tab (section 7). Any inputs into the "Direct Costs" tab will automatically be carried through to the corresponding category on the "Budget" tab and show up in grey cells.

The budget template automatically calculates all subtotals and totals, as well as total FTEs.

Note: White cells on either tab can have data entered into them, but grey cells cannot.

Please remove any hyperlinks in the budget before uploading to the application portal as these will cause errors.

Budgeted categories

Salaries & Salary-related Costs

The figures in this category are to cover only the costs of personnel employed on the research proposal in the proposal. This should include the direct costs (in other words; salary) and indirect or salary related costs (for example: superannuation; ACC and fringe benefits). Costs of general management and administration are to be excluded from this section and included as overheads. Any subcontracted personnel should not be included in this section but incorporated under the "Direct Costs" part of "Other Costs".

Collaborating researchers from outside New Zealand can be included in proposals but are not able to receive direct funding support for their time (FTE) or institutional costs (overheads). For payment of any FTE or overheads on a Marsden grant, investigators are required to be New Zealand-based.

The FTEs of personnel shown in the *budget* page **should only be those where costs and time are associated with Marsden funding**. If Marsden funding is not sought for particular individuals (for example: overseas investigators; post-doctoral researchers with stand-alone fellowships; or postgraduate students with other sources of funding) then the individual should still be named on the budget page but with zero FTEs recorded.

POSTDOCTORAL FELLOWS

Postdoctoral researchers may be part-time (usually 0.3 FTE or more) or full-time on a Marsden Fund proposal. This should be indexed to L1 to L3 salary scales, or as appropriate. Please check with your host institution for more information.

Indirect Costs

OVERHEADS

Indicate the cost of overheads that relate to the research proposal. These should be directly proportional to the time spent on the project. Overheads include managerial time not included in the proposal, the cost of support services, the cost of financial and accounting systems, corporate activities, the cost of premises and other indirect costs. Cost of premises may be either the annual rental cost, or the depreciation cost, of premises and should be proportional to the project's use of the institution's premises for the research proposal.

Direct Costs

Details of costs should be listed in Section 7 ("Direct Costs" tab of the template) and should be broken down by year.

EXPENDABLES

This category should include the general operating expenses associated with the research proposal such as consumables, travel (for conferences, collaboration etc.), any direct costs associated with Vision Mātauranga, capital purchases under \$5,000, and other miscellaneous costs associated with research. (This does not mean that equipment, such as a spectrometer, can be divided into separate components all less than \$5,000 each.)

Details of expendables should be given in Section 7(a). Please give details of major working expenses. Equipment costs should be included under Equipment Depreciation/Rental, Section 7(b).

Items with a large cost (in other words: over \$5,000) should be included under Extraordinary Expenditure and explained in the Roles and Resources section.

EQUIPMENT DEPRECIATION/RENTAL

The Marsden Fund does not fund the purchase of equipment directly but may allow for an annual depreciation or rental cost. In the case of rental costs, the share of the total cost of the equipment should be proportional to the proposal's use of the equipment. For example, if a confocal microscope costs \$40,000/annum to run, and the proposal uses the microscope for 10% of its time, the Full Cost to the project would be \$4,000/annum.

Note: Many institutions make a general provision for depreciation in their overhead costs. If this is the case, depreciation costs should be incorporated in "Indirect Costs". If not, depreciation costs should be included here. In the case of depreciation not already provided for under "Indirect Costs", the cost of equipment should be assigned in proportion to the expected life of the equipment and the planned usage. If a request is made for equipment depreciation or rental, the details should be listed in Section 7(b).

STUDENTS

Postgraduate students are awarded scholarships free of income tax and may be supported on Marsden Fund proposals at the stipulated rates. **These are set at \$35k scholarship per year, plus fees (New Zealand resident rates) for PhD students, or \$22k scholarship plus fees (New Zealand resident rates) for Masters students for one year.** These figures assume the postgraduate students are assigned to the research on a full-time basis. Fees should be included in the direct costs.

More information about postgraduate scholarships can be found here:

<https://www.royalsociety.org.nz/what-we-do/funds-and-opportunities/marsden/information-for-grant-recipients/marsden-funded-postgraduate-scholarships/>

Summer students may also be included in this category and their FTEs indicated (for example, if a summer student is working on the project for 3 months of a year, their FTE for that particular year will be 0.25). For summer studentships, please check with your Research Office for guidance on scholarships.

Sub-contractors

Any costs where services are purchased from other organisations should be included in this section. Where personnel are sub-contractors they should be shown in this section, named, and their time-commitments shown in the FTE column with details in Section 7(c). If sub-contractors are also PIs or AIs, they should be listed in both places, with the FTEs and associated costs included **only** in the "Sub-contractor" section. Named sub-contractors for whom a CV is supplied will generally be PIs or AIs.

Where a sub-contractor is a New Zealand research organisation, please break down costs per year into salary, overheads and direct costs according to the table shown in Section 7(c). Other sub-contractors (for example: private individuals) may provide the annual cost as a single figure in the budget, rather than breaking down the costs.

Extraordinary expenditure

These are the costs of any extraordinary items that make the research significantly costlier than standard laboratory or office-based research efforts. An example might be time on a major facility, like a research ship or a linear accelerator and, as mentioned above under Expendables, travel costs where these are a major item. If you use this category, you need to identify the nature of the expenditure in the Roles and Resources section.

GST

The cost of the research proposal should be GST inclusive. Note that the budget template provided will automatically calculate GST at 15% and the GST-inclusive total. The GST-exclusive amounts shown in the "subtotal (a) + (b)" row should not exceed an average of \$1 million per year.

For a budget example, please refer to Appendix 2.

Section 8: Other Funding (Updated)

If any applicants have sought other funding for work related to the Marsden Fund application and they are subsequently successful, they should let the Marsden Fund office know immediately.

Indicate whether non-Marsden funding (for example: MBIE; Health Research Council; Centre of Research Excellence; Tertiary Education Commission; MPI; commercial; other) has been i) received or ii) applied for, for this or for research relevant to this proposal.

Section 8 should not exceed **two pages in total**.

Section 9: Proposal Declaration Page

All contact PIs are required to tick a box to indicate their acceptance of the terms and conditions of the proposal and should read the declaration page before they do so.

All applicants will be required to confirm:

- i) That they take full responsibility for the content of the proposal, the suitability and validity of cited sources and originality of content, and to confirm that that proposals do not contain false or misleading information.
- ii) That all personnel named in the proposal (including any collaborators or advisors) have given their consent to be associated with the proposal.

Ngā kaitaunaki

Referees

The process of finding referees will start after Council have made a shortlist of Marsden Fund Council Award proposals in May. Council will endeavour to provide between three and five reports for each shortlisted proposal.

If there is any person whom you do not wish to referee your proposal, please state this, providing reasons, in a communication provided to the Society on letterhead. The latest date to receive referee exclusion notifications is within one week of being notified of the outcome of Stage 1. **The number of people that can be excluded as potential referees is strictly limited to three.**

Please note that referee exclusions apply only to the funding round in which they are requested and are not carried over from year to year. They need to be requested anew for each funding round. If an applicant excludes a particular referee, does not get funded and gets through to the full round in future years, that referee exclusion will need to be requested again if the applicant still wishes to exclude them.

Referees are not identified to applicants, nor are grades made available to applicants.

Referee reports will be posted on a web portal. The main batch of referee reports will be posted on the portal on 13th August; from this date onwards, reports will be posted as they are received. Applicants should submit their responses through the web portal. The main deadline for responses will be 27th August; response deadlines will be extended for reports received later than August 13th and will be indicated on the portal.

Applicant responses to the referee reports are strictly limited to one page per referee report. For example, if a proposal has five referee reports, then five separate responses of one page each may be submitted. **Please note that it is not possible to submit one combined response of up to five pages.**

If you do not wish to reply to a particular report, please could you indicate this on the portal by ticking "No Response", so that we can be certain that we have all the responses back.

Note that the responses do not go back to the reviewers but are assessed by the Council only. Applicants should bear this in mind when writing their responses.

Council will consider proposals, referee reports and all applicant responses together when coming up with their final grades for Stage 2.

Referees are not involved in the final funding decision.

Ngā mōhiohio tatauranga me te whakamahi i ngā mōhiohio whaiaro

Statistical information and the use of personal information

The Council encourages proposals from all members of the New Zealand research community. To monitor the profile of different groups within Marsden funding and identify funding trends and gaps, Royal Society Te Apārangi collects statistical information relating to each applicant, although this is not mandatory. Statistical information (for example, date of birth, gender, ethnicity, years since PhD) is used for statistical purposes only. It is not accessible by anyone involved in the assessment of proposals. Personally identifiable information will not be shared with third parties without your authorisation. To evaluate, and assess the long-term impact of our activities, we will keep an electronic record of the information we hold about you indefinitely unless you request that your private data be destroyed.

If you want to verify, modify, correct or delete any private data, you should apply to the Society's Privacy Officer <privacy.officer@royalsociety.org.nz>.

Whakahoki whakaaro

Feedback

The nature of feedback at both stages from the Council is yet to be determined, as the approximate number of proposals received is not yet known. Any proposals progressing to Stage Two but are ultimately unsuccessful will be able to seek feedback from the Council.

Ngā rākati

Deadlines

Proposals should be released via the portal. Hard copies are not required.

For institutions, an agent declaration covering all proposals must be signed and submitted by the deadline below. The agent declaration can be downloaded from the portal and after signing, is then re-uploaded to the portal.

All Marsden Fund Council Award proposals need to be released via the portal no later than 12 noon, Wednesday 26th February 2025 (NZDT).

Whakapā mai

Contact details

The Marsden Fund Te Pūtea Rangahau a Marsden is administered by Royal Society Te Apārangi.

Telephone: +64 (0)4 470 5774

Email: marsden@royalsociety.org.nz

Postal address:

The Marsden Fund
Royal Society Te Apārangi
PO Box 598
Wellington 6140
NEW ZEALAND

For general information on the Marsden Fund, please see our website:
<https://royalsociety.org.nz/what-we-do/funds-and-opportunities/marsden/>

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

Te Kāwanatanga o Aotearoa
New Zealand Government



Appendix 1: Vision Mātauranga

Background

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

<https://royalsociety.org.nz/what-we-do/funds-and-opportunities/marsden/application/submitting-a-proposal/vision-matauranga/>

<https://www.mbie.govt.nz/science-and-technology/science-and-innovation/agenciespolicies-and-budget-initiatives/vision-matauranga-policy/>

There are four themes:

- **Indigenous innovation:** Contributing to economic growth through distinctive research and development
- **Taiao:** Achieving environmental sustainability through iwi and hapū relationships with land and sea
- **Hauora/Oranga:** Improving health and social wellbeing
- **Mātauranga:** Exploring indigenous knowledge and science and innovation

Vision Mātauranga and the Marsden Fund

Please note that Vision Mātauranga is included as an assessment criterion:

*Proposals must consider the relation of the research to the themes of Vision Mātauranga and, **where relevant**, how the project will engage with Māori.*

For the EOI round, applicants indicate whether Vision Mātauranga is relevant and, if so, which themes apply and to what extent (and provide a brief justification). Please refer to instructions for Section 2.

At the Full Proposal round, or for Council Award proposals, up to one additional page will be available for statements on Vision Mātauranga immediately following the description of research in Sections 3a-3c. This is to enable Vision Mātauranga to be more easily integrated into the conceptual framework and/or research design. Where Vision Mātauranga is appropriate to a proposal, it can contribute to the assessment of its overall excellence.

If applicants check Vision Mātauranga, they should use the extra page appropriately to discuss aspects of the research project pertaining to Māori and Vision Mātauranga (including any kaupapa Māori research design, if appropriate). If Vision Mātauranga is

checked, and the extra page is not used appropriately, the proposal may be downgraded as a result.

Panellists are asked to check that applicants use the additional page for Vision Mātauranga, and to take this into consideration in their assessment.

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

A Vision Mātauranga statement must be included for all research that has relevance for Māori. The research category descriptions outlined in the next section may help you decide if this applies to your project. Please note, however, that those categories are fluid, there may well be overlap between them, and not every point in each category need apply. It is important to explain your choices.

Categories of Research

The five categories identified below have been adapted from those on the National Science Challenge, Biological Heritage website <https://bioheritage.nz/about-us/visionmatauranga/> hosted by Manaaki Whenua Landcare Research. Please note that there may well be overlap between categories as in categories 2 and 3 in terms of the nature and degree of relevance to Māori.

The original categories were set out by MBIE in information for the Endeavour Fund 2015.

Research with no specific Māori component

This category includes research projects where:

- No mātauranga Māori (Māori knowledge) is used.
- Māori are not associated with the research process (for example: there are no Māori involved in relation to any research management / advisory / governance panels; the proposal does not involve or relate to Māori land or institutions; Te Ao Māori or Māori communities are not part of any component of the research).
- Work is not likely to be of direct relevance to Māori.
- It is critical that the researchers involved carefully consider the possibility whether the proposed research has direct (and possibly indirect) implications or benefits for Māori. For example, if a research project is developing a virtual reality programme that seeks to simulate a societal context, the panel should reasonably expect that it would have a Vision Mātauranga dimension.
- There are occasions where researchers have consulted with their organisation's appropriate advisor, who may have indicated the researchers that Vision Mātauranga is not applicable. It is best to explain why this was deemed to be the case (for example, the applicant may be new to New Zealand)

Research specifically relevant to Māori

This category includes research projects where:

- 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.

Research involving Māori

This category includes research projects where:

- 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.

Māori-centred research

This category includes research projects where:

- 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 groups, commonly including Māori researchers or a collaboration with Māori researchers or researchers under the guidance/mentoring of Māori.
- There is alignment with and contribution to Māori (for example: iwi, hapū, organisations) aspirations.

Kaupapa Māori research

This category includes research projects where:

- 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 key researchers have 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, mara, individual) is high.
- The work contributes strongly to Māori (for example: iwi, hapū, organisations) aspirations and outcomes and is mana enhancing.

Māori Research Workforce Development

One of the purposes of the Vision Mātauranga policy is capability development. This is to build the capability of Māori individuals, businesses, incorporations, rūnanga, trusts, iwi, hapū, and marae to engage with research, science and technology. All applicants are asked to consider opportunities in addition to the categories of research above, for building the capacity of Māori researchers or students in their discipline.

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 document how you have considered Vision Mātauranga and demonstrate applicable actions and relationships throughout the research proposal and in relation to the various stages of the research that is proposed.

If you have indicated that the research is relevant to Māori, involves Māori, is Māori-centred or is a kaupapa Māori proposal, you need to demonstrate how you have considered Māori throughout all parts of the research, and how it underpins different dimensions of the research including the problem identification or design, research team composition, community partners, methods, analysis and intended impact.

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 researchers?
- To what extent have you discussed the research with Māori partners and agreed on the methodology you will use?
- Was there full disclosure and informed consent to the proposed research with Māori partners? How has that agreement/informed consent been agreed to?
- Has the budget been disclosed and agreed to with Māori partners? Is there provision in that budget for Māori involvement, capability development and consultation?
- Is there appropriate Māori researcher involvement in the project, both in terms of PI/Als and capability development?
- What provisions have you made to ensure there is advice from appropriate Māori organisations throughout the life of the research project? If there are concerns or disagreements with Māori partners, how are these to be resolved?

- What provisions have you made to ensure there is appropriate technology transfer to Māori partners as the research proceeds and as findings become available towards the end of the project?
- Are there benefits to Māori? What are they? And how have these been agreed with Māori partners?
- Have all people named in the proposal given their support or endorsement to the proposed research or to be involved?
- How is the project an opportunity to build the capacity of Māori researchers or students in your discipline, both now and for the future?
- How are you and your team working to increase understanding of te ao Māori and iwi aspirations in your area of research?
- How might this research build new, or enhance existing, relationships with Māori?
- How will you share the research outcomes with Māori?
- Has there been agreement about the intellectual property ownership of research findings with Māori partners? What is the nature of that agreement?
- Is there a need for members of the research team to be proficient in te reo? How has this aspect been addressed?
- Is there a Tiriti o Waitangi component or requirement in your research?

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](https://doi.org/10.1080/03014220909510588)

Crawford, S. (2009). Mātauranga Māori 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](https://doi.org/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](https://doi.org/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/publicationsresources/journals-and-magazines/social-policy-journal/spj29/29-pages-1-16.pdf>

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Appendix 2: Budget example

You may be requesting up to three years funding. This example shows three years.

6. Budget (NZ\$)

	Year 1		Year 2		Year 3	
Salaries (giving names):	BUDGET	FTE	BUDGET	FTE	BUDGET	FTE
<i>Principal Investigator (s)</i>						
Dr Leota	\$30,000	0.20	\$32,000	0.20	\$17,000	0.10
Dr Kahurangi (see below)						
<i>Associate Investigator(s)</i>						
Dr Black (see below)						
Professor Kōwhai (see below)						
Dr Alatini (see below)						
Professor Good (overseas; no salary requested)		0.00		0.00		0.00
Dr Amarillo (overseas, no salary requested)		0.00		0.00		0.00
<i>Post-doctoral fellow(s)</i>						
	\$80,000	1.00	\$82,000	1.00	\$82,000	1.00
<i>Research/Technical Assistant(s)</i>						
	\$65,000	1.00	\$67,000	1.00	\$69,000	1.00
<i>Others (name)</i>						
<i>Salary-related costs</i>						
ACC levies	\$850		\$900		\$840	
Total Salaries & Salary-related costs (a)	\$175,850	2.20	\$181,900	2.20	\$168,840	2.10
Other Costs:						
<i>Indirect Costs:</i>						
Overheads (105%)	\$184,643		\$181,900		\$177,282	
<i>Direct Costs:</i>						
Expendables* (specify) ¹	\$49,000		\$60,500		\$53,000	
<i>Equipment depreciation /rental (specify)¹</i>						
	\$4,500		\$4,500		\$4,500	
<i>Students</i>						
2 x PhD	\$70,000	2.00	\$70,000	2.00	\$70,000	2.00
<i>Subcontractors (specify)¹</i>						
Univ of Southland	\$455,900	3.50	\$407,150	2.95	\$429,750	2.95

Extraordinary expenditure (specify)						
Total Other Costs (b)	\$764,043	5.50	\$758,050	4.95	\$751,532	4.95
Sub Total (a) + (b)	\$939,893	7.70	\$939,950	7.15	\$920,372	7.05
G.S.T. at 15%	\$140,984		\$140,993		\$138,056	
TOTALS	\$1,080,877	7.70	\$1,080,943	7.15	\$1,058,428	7.05

* Including non-salary costs associated with Vision Mātauranga, and student fees if applicable
Data from Direct Costs Sheet

In this example Expendables, Equipment depreciation/rental and Sub-contractors need to be further explained on the separate page provided for Section 7:

7. Direct Cost Budget Details

Please specify the items for the following (excluding GST). Please break down into costs per year.

a) Expendables			
	Year 1	Year 2	Year 3
	BUDGET	BUDGET	BUDGET
Student fees (2 PhD, 3 Masters students)	\$14,000.00	\$25,000.00	\$20,000.00
Conference attendance		\$6,000.00	\$5,000.00
Travel & costs to visit overseas AI Good's group			\$6,000.00
DNA sequencing and bioinformatics	\$21,000.00	\$22,500.00	\$18,000.00
Resources needed for Vision Mātauranga engagement	\$5,000.00	\$5,000.00	\$4,000.00
Volunteer costs	\$2,000.00	\$2,000.00	
AI Amarillo visit to host institution	\$7,000.00		
TOTALS (excl. GST)	\$49,000.00	\$60,500.00	\$53,000.00
* including any non-salary costs associated with Vision Mātauranga, if applicable			
b) Equipment depreciation/rental			
	Year 1	Year 2	Year 3
	BUDGET	BUDGET	BUDGET
Spectrometer used 50% for this project	\$4,500.00	\$4,500.00	\$4,500.00
TOTALS (excl. GST)	\$4,500.00	\$4,500.00	\$4,500.00

c) Subcontractors						
University of Southland	Year 1		Year 2		Year 3	
	BUDGET	FTE	BUDGET	FTE	BUDGET	FTE

Salaries: (giving names)						
Dr Kahurangi	\$20,000	0.20	\$22,000	0.20	\$24,000	0.20
Professor Kōwhai	\$15,000	0.10	\$17,000	0.10	\$18,000	0.10
Dr Alatini	\$20,000	0.20	\$22,000	0.20	\$24,000	0.20
Un-named post-doc	\$83,000	1.00	\$85,000	1.00	\$87,000	1.00
Research Assistant	\$60,000	1.00	\$27,900	0.45	\$28,800	0.45
Other Costs:						
<i>Indirect Costs: Overheads</i>	\$207,900		\$182,595		\$190,890	
<i>Direct Costs:</i>						
Expendables* (specify)						
Student fees	\$7,500		\$7,800		\$8,000	
Fieldwork & permits	\$7,500		\$7,855		\$8,060	
Travel to Al's group					\$6,000	
Students						
Un-named PhD student	\$35,000	1.00	\$35,000	1.00	\$35,000	1.00
TOTALS (excl. GST)	\$455,900	3.50	\$407,150	2.95	\$429,750	2.95

For extraordinary expenditure – please describe in “Roles and Resources” section