

# **Project Proposal Template**

Please delete all instructions in italics. Sections D to F have a limit of 4 pages (in total) and the full proposal should not exceed 6 pages, excluding the budget and references (Calibri, 10 font).

## A. TITLE OF PROJECT

*Insert Title*

## B. IDENTIFICATION

**Project Leader:**

*Name, Institution*

*Postal Address*

*Email Address*

*Telephone*

**Investigators:**

*Name, Institution*

## C. ABSTRACT

*Please provide a summary of the project in no more than 200 words and understandable by the general public.*

## D. INTRODUCTION

*Provide the background and motivation to the research including the published literature. This should align with the project description in the Research Plan for the Challenge.*

## E. AIM OF THE RESEARCH AND RELEVANCE TO OBJECTIVE

*Outline clear objectives for the research and identify how the proposed research will contribute to the Challenge Objective (*“*Enhance utilisation of our marine resources within environmental and biological constraints”) within Phase 1 of the Challenge (next 3.5 years). This should align with the project description in the Research Plan for the Challenge.*

## F. PROPOSED RESEARCH

*Describe in detail the research planned for Phase 1 of the Challenge. This should include methods, geographic location (note the importance of conducting research in the case study area and focal region), and significance of the research. Include aspects of the research that go beyond ‘business as usual’. In addition, outline briefly potential research for the following 5 years, Phase 2 of the Challenge. This should align with the project description in the Research Plan for the Challenge.*

## G. ROLES, RESOURCES

*Explain which investigators will undertake the different components of the project.*

## H. LINKAGES AND DEPENDENCIES

*Describe linkages with and dependencies on other Challenge projects, including inputs needed from other projects and outputs that will contribute to other projects. This should align with the project description in the Research Plan for the Challenge.*

## I. COLLABORATIONS

*Describe national and international collaborations on which this project is dependent.*

## J. INTERNATIONAL LINKAGES

*Describe linkages to any international research programmes which this research contributes to and/or leverages against.*

## K. ALIGNED FUNDING AND CO-FUNDING

*If this project is dependent on or links to aligned funding, identify the source of the aligned funding and how the project is dependent upon or linked to this.*

*Identify co-funding for this project including any funding (direct or in-kind) from Collaborative Parties to the Challenge or Stakeholders.*

## L. VISION MᾹTAURANGA (VM)

*Explain how this project will contribute to unlocking the science and innovation potential of Māori knowledge, resources and people. This should include identifying in detail how the research tangibly contributes to VM themes; how Māori knowledge will be utilised, protected, developed and/or represented; and information about how Māori are involved in the project (identify specific groups, personnel, and areas of expertise where possible).*

## M. COMMUNICATION AND OUTREACH

*Due to the complex and interlinked nature of the Challenge it will be important to identify the outreach and communications opportunities this project will provide (include proposed connections with government, Māori, stakeholders and general public) to ensure an integrated approach across the Challenge. Please identify communication and outreach opportunities and opportunities for co-development.*

## N. CAPACITY BUILDING

*Note any potential formal and informal mentoring or educational opportunities that will result from the Project.*

## O. ETHICS APPROVAL

*Is ethics approval needed for this project, if so how will this be obtained?*

## P. OUTPUTS AND TIMETABLE *(Nb. This must align with the Project description given in the Challenge Research Plan). Provide a detailed list of outputs of the project with a timeline for each output. Place spreadsheet Outputs.xls into this* [*document*](http://www.niwa.co.nz/static/web/SS_Proposal_Outputs_Example.xlsx) *as an object.*

|  |  |
| --- | --- |
| **Project Name:** |  |
| **Project Number:** |  |
| **Project Leader:** |  |
|  |  |
| **Output** | **Delivery date** |
| *Example. Hold a workshop to…* | *By June 2016* |
| *Prepare a review of international practice …* | *By January 2017* |
|  |  |
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|  |  |
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## Q. REFERENCES

*This section has a two page limit. Use Nature formatting with numbered references i.e.*

1 Comiso, J. C., Kwok, R., Martin, S. & Gordon, A. L. Variability and trends in sea ice extent and ice production in the Ross Sea. *Journal of Geophysical Research: Oceans* **116**, C04021, doi:10.1029/2010jc006391 (2011).

## R. BUDGET *(Nb. The total budget must not exceed that identified in the Challenge Research Plan.)*

*Please complete the budget for all years using the separate excel template (SS Proposal Budget template.xlsx) and insert into document as an object. Remove the example shown below. These budgets should be fully costed by the organisations involved in the project (i.e. Personnel costs may differ between organisations).*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BUDGET(NZ $)** |  |  |  |  |  |  |  |  |
|  | **Year 1\*** | | **Year 2** | | **Year 3** | | **Year 4** | |
| **Personnel Costs (giving names):1** | BUDGET | FTE | BUDGET | FTE | BUDGET | FTE | BUDGET | FTE |
| *Project Leader:* |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| *Investigator(s):* |  |  |  |  |  |  |  |  |
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| *\*\*Post-doctoral fellow(s):* |  |  |  |  |  |  |  |  |
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| *\*\*Research/Technical Assistant(s):* |  |  |  |  |  |  |  |  |
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| *\*\*Postgraduate student(s):* |  |  |  |  |  |  |  |  |
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| **Total Personnel Cost (a)** | $0 | 0.00 | $0 | 0.00 | $0 | 0.00 | $0 | 0.00 |
| **Operating Costs: (listed)** |  |  |  |  |  |  |  |  |
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| **Total Operating Costs (b)** | $0 |  | $0 |  | $0 |  | $0 |  |
| **Sub Total (a)+(b)** | $0 |  | $0 |  | $0 |  | $0 |  |
| **G.S.T at 15%** | $0 |  | $0 |  | $0 |  | $0 |  |
| **Totals** | $0 | 0.00 | $0 | 0.00 | $0 | 0.00 | $0 | 0.00 |

## S. CURRICULUM VITAES

*Please include in this document all Curriculum Vitaes for the Project Manager and Investigators using the separate MBIE CV template.*

***Please note: To ensure we have funding to researchers as soon as possible we have requested detailed project proposals ahead of final approval by MBIE of the Sustainable Seas National Science Challenge Research and Business Plan. The funding of any proposals submitted is subject to MBIE approval of the Challenge Research and Business Plan and approval from the Challenge Governance Board.***