



INNOVATION FUND GUIDELINES

Background

The primary funding for Coastal People: Southern Skies Centre of Research Excellence (the Centre) is from the Tertiary Education Commission (TEC). The Centre will allocate its financial resources in a strategic and transparent way, in alignment with its values, in order to meet its strategic goals. These goals, and the methods of measuring progress against them, are defined in the TEC Annual Plan.

The Innovation Sail (Innovation Fund) is intended capture the spirit of understanding, experimenting, and collaborating in new ways by funding pilot studies that focus on technological advances, blue-sky ideas and novel combinations of research teams alongside local communities. The funding may also be used to support innovative training development and outreach. The funding is not intended to fund FTE of permanent staff.

The **vision** of CPSS is flourishing wellness (mauri ora) of coastal communities.

The **mission** of CPSS is to connect, understand and restore coastal ecosystems of NZ and the Pacific through transformative research, local action and by unlocking potential through new pathways to learning.

The **values** of CPSS are central to all that we do and all of our actions are underpinned by these values; our values are based on **KAITIAKITANGA** and **MANA**:

**MEANINGFUL
AUTHENTIC
NATURAL
ACTION**

General Information

All non-student members of Coastal People: Southern Skies (the Centre) are eligible to submit proposals to the Innovation Fund. Applications from PhD candidates who have submitted their thesis for examination will be considered on a case by case basis.

Funding rounds will be advertised to the Centre's members and run by the Innovation Fund Panel.

The Senior Leadership Team reserves the right to make final decisions on eligibility and funding.



Requirements of Innovation Fund Applications

1. Applicants must submit a written application (using the template) consisting of:
 - a) The names of each person involved in the project (the applicants), up to 1 page summary of the proposed project and outcome(s) expected (KPIs).
 - b) Identification of the strategic impacts of the project, and the outcomes of the project.
 - c) Up to two pages addressing the assessment criteria.
 - d) A detailed budget and budget justification, start and end dates.
 - e) An up-to-date CV for each of the applicants (preferably in the standard RS & T CV format).
 - f) Confirmation that all relevant consents and approvals are in place or applied for (note that funding, if awarded, will not be provided until evidence that all approvals are in place is provided).
2. Applicants will also be required to present the details of the proposed project to the Innovation Fund Panel.
3. Funding is available for projects of up to 12 months, not normally exceeding \$30k.
4. Allowed budget items include:
 - a) Research operational costs such as small equipment, equipment rental/depreciation (but not capital purchases), general materials, travel, software etc.
 - b) FTE for direct salaries (overheads are not able to be requested).
 - c) Summer studentships and or internships.

Assessment Criteria for Innovation Fund Applications

- The assessment criteria are that the proposed project must:
 - align with the values of the Centre;
 - benefit coastal communities, Māori or Pacific peoples;
 - be developed in line with the vision and mission of the Centre;
 - be premised on understanding, experimenting, and or collaborating in new ways;
 - be:
 - a pilot study/project focussed on technological advances, blue-sky ideas, innovative training programme development; and or
 - novel combinations of research teams alongside local communities including outreach activities; and or
 - a novel initiative that is unlikely to receive funding form any other source.
 - fit the criteria of research excellence as defined by the Centre;



- be complementary to the research programme defined in the Annual Plan;
- support the development of capability.

Assessment Process

Theme Leaders Group Deliberation

1. Applications are ranked by criteria and a decision is made based on ranking. Not all applications may reach the required ranking for funding.
2. The Group will make a recommendation for each application.
3. Recommendations are forwarded to the Senior Leadership Team for review.

Senior Leadership Team Deliberation

1. The recommendations from the Theme Leaders Group are reviewed alongside the application.
2. The Senior Leadership Team makes the final decision regarding approval.
3. Successful applicants will be notified within one week of the Senior Leadership Team decision.

Reporting Requirements

1. The applicants will submit a report on the reporting template to the Senior Leadership Team within four weeks of the agreed end date.

Unspent Funding

1. Any unspent funds must be returned to the Centre.

Appeals Process

1. Any appeals relating to the outcome of an application must be submitted to the Kaiurungi Programme Manager in writing within five working days of the outcome notification.
2. The appeal will be considered in accordance with the Appeals Policy.

Related Documents

TEC Annual Plan

Innovation Fund Allocation Policy

Appeals Policy

Contact for further information

If you have any queries regarding the content of these guidelines or need further clarification, contact the Kaiurungi Programme Manager.