

RESEARCH PROPOSAL/TENDER INFORMATION & INSTRUCTIONS

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PART 1: INTRODUCTION

1.1 The Ministry of Fisheries research programme consists of Fisheries (including Other Services), and Biodiversity research. The Ministry contracts contestable research through Tender and Proposal processes. Fisheries Research projects are determined prior to the start of the fishing year and projects are invited to tender throughout the year. Biodiversity and Other Services Research projects are invited on an ad hoc basis throughout the year. On occasion the Ministry may also chose to direct contract a project with a researcher via the proposal/tender process.

1.2 As well as research proposals requested by the Ministry, research providers can also initiate their own research proposals. The Ministry evaluates these proposals in a two-step process;

1.2.1 Firstly, the Ministry will evaluate the initial proposal and determine whether to proceed and request a full proposal (Schedules 1-9 and Proposal Letter);

1.2.2 If requested, the full proposal will then be evaluated once all Schedules and the associated proposal letter have been completed and submitted to the Ministry by the research provider.

PART 2: MAKING A PROPOSAL/TENDER TO THE MINISTRY

2.1 Proposals/tenders should be addressed to:

Corporate Monitoring Unit
Ministry of Fisheries
ASB House
101 The Terrace
PO Box 1020
Wellington
NEW ZEALAND

2.2 All Proposals/tenders must be prepared using the relevant templates, available from the Ministry's website at <http://www.fish.govt.nz/en-nz/Research+Services/Research+Documentation/Forms.htm>

2.3 The Proposal/tender, and all correspondence and documents relating to it, must be in English and the data in SI (metric) units unless otherwise agreed by the Ministry.

2.4 Proposals/tenders **MUST** be received by the date specified in the request, unless the authorised person from Fisheries Management, at his/her discretion, grants an extension.

2.5 A submitter **MUST** provide to the Ministry:

2.5.1 One signed original (unbound); and

2.5.2 One electronic copy, in WORD format. This **MUST** be emailed to contracts@fish.govt.nz.

2.6 Proposals/tenders from a partnership or joint venture must be signed by and list the full names and addresses of all the parties to that partnership or joint venture.

2.7 A submitter must advise the Ministry of any actual or potential conflict of interest that may arise if the Ministry accepts its proposal/tender.

2.8 Submitters may make proposals/tenders for any or all of the projects. Where a submitter offers a discount if two or more projects are awarded to it, the submitter must specify the discount and the conditions applying to it.

2.9 The Ministry will send the submitter a written acknowledgment of the Ministry's receipt of its proposal/tender.

2.10 The Ministry may reject any proposal/tender that does not conform with these instructions.

PART 3: HOW TO COMPLETE THE PROPOSAL/TENDER SCHEDULES

The proposal/tender letter

3.1 The letter outlines the offer being made by the submitter. Upon signing the letter, the submitter agrees to the Ministry's Terms and Conditions of Research Contracts (available at <http://www.fish.govt.nz/en-nz/Research+Services/Research+Documentation/Terms+conditions.htm>), unless explicitly stated otherwise.

3.2 There should be no alteration to the standard letter. Any additional information or deviations to the project should be outlined in Schedule 2 (Exceptions and Deviations).

Schedule 1 - Milestone Programme

3.3 Payments by the Ministry are based on the completion of milestones. The Milestone Programme shows a breakdown by objective and milestone of the payments associated with the project.

3.4 This schedule shows all Milestones associated with the project in a table form. Each Milestone includes the associated specific objective number, Milestone number, Milestone description, start date, end date and the cost of the Milestone. The table also provides sub-totals for each objective and the total project cost.

3.5 There are three COMPULSORY milestones:

3.5.1 Completion of monthly work in progress (WIP) reports;

3.5.2 Completion of data management requirements one month after completion of the final reporting requirement; and

3.5.3 Completion of project update reports (if required).

3.6 Milestone programmes MUST conform to the following requirements:

3.6.1 numbered consecutively;

3.6.2 grouped by specific objective;

3.6.3 Each milestone must relate to only one specific objective, with the exception of the compulsory Milestones in clause **3.5** which should be grouped against the "Last Objective" in the Milestone programme;

3.6.4 ALL Reporting Requirements MUST be included;

3.6.5 Have a milestone description;

3.6.6 Have a start and an end date;and

3.6.7 Have a cost greater than zero assigned.

Schedule 4 - Methodology

3.7 In Schedule 4 submitters must provide information on the proposed research to meet the objectives set for each project.

3.9 In particular, the following information is required:

3.9.1 The project title and project code;

3.9.2 Separate pricing for each specific objective and sub-totals in the milestone

programme;**3.9.3** The rationale for, and design of, the proposed research necessary to meet the objectives.

3.10 The following subheadings shall be used to ensure all of the issues important for the appraisal process are covered:

NOTE: Socio-economic and customary research submitters may alter these headings if required.

3.10.1 General Overview:

This should be used to provide the overall context of the proposed research. An overview should be given, stating how the objectives combine to form a unified project. The conceptual framework on which the research is based should be explained, as well as how the research relates to previous or current work undertaken by the applicant or others.

3.10.2 Specific Objectives:

Each specific objective must be listed, and the way in which each specific objective will be met must be described. For each specific objective, separately describe the scientific methods and key activities necessary to achieve the objective, the performance indicators required to assess achievement of the objectives. These must be clearly focused on the research issues that address each objective.

3.10.3 Scientific Methods:

The scientific/technical methods or protocols to be used to achieve each specific objective must be described in detail. The methods must include a description of the experimental design and the Ministry components of the research, the types of experiments involved, the data to be obtained, and the means of analysing and interpreting the data. The statistical rationale for sampling and analysis must be clearly explained. Support must be provided for any new methods and/or techniques to be employed. Potential problems must be identified and addressed where appropriate.

3.10.4 Risk Identification:

The threats to achieving each specific objective for this project, and the intended means of overcoming these threats, must be described. The sub-headings 'Risk' and 'Contingency' should be used.

3.10.5 Key Activities and Performance Indicators:

This is a description of how the research is to be done and what results will be produced to achieve the specific objectives.

The description must include the key activities to be undertaken and indicate how the results of these activities will be used to address each specific objective.

Performance indicators against which the success of the key activities can be evaluated (in terms of achieving the overall and specific objectives) must be identified.

3.10.6 References:

A list of key references must be attached to the methodology.

3.10.7 Management of Research Material:

The Ministry shall own all the designs, notes, reports, publications, other writing, computer programmes and data in whatever form or format including specimens, samples, graphics, photos, drawings, digital images (including supporting data) in relation to the Research Services (or any part of them) undertaken, created, enhanced, developed or modified by the Researcher or any other person the Researcher is responsible for or has contracted with.

3.10.8 Data Management:

The Ministry shall own all the data collected or created during the course of the project in whatever form or format. On completion of, or throughout the performance of the project, all data must be provided to the Ministry's Research Data Manager. The submitter must include information describing Data Management processes used by their organisation. The following information should be provided:

3.10.8.1 Details of the steps to be taken to ensure high data standards (e.g. error checking, prior research; choice of best methodology);

3.10.8.2 Details of how data is intended to be collected, processed, modified, stored, backed up and submitted;

3.10.8.3 Details of the type of data that will be generated from the project and what database it will be loaded into. The list of databases is available at <http://www.fish.govt.nz/research-opportunities/database/index.html> ;

3.10.8.4 Details of the format and medium that the data will be provided in;

3.10.8.5 Details of when the data is expected to be submitted; and

3.10.8.6 Details of what specimens (if any) will be collected under the project and how such specimens will be preserved.

3.10.9 Management Skills and Quality Management Systems:

The submitter must include information describing the quality management system(s) used by their organisation. The following information should be provided:

3.10.9.1 Details of any recognised quality management system(s) to which the organisation is certified or plans to become certified prior to the start of the project;

3.10.9.2 Details of any project management system(s) and quality management system(s) the organisation utilises;

3.10.9.3 Details of who has the responsibility for the quality of work being undertaken, and for issuing instructions while in the field;

3.10.9.4 Details of who is responsible for the correct maintenance and use of any equipment to be used during the proposed research; and

3.10.9.5 Details of equipment and procedures that will be used to ensure high quality of work in all areas, including any peer review systems.

3.10.10 Research Fish:

Where the project requires that fish, aquatic life or seaweed ("Research Fish") be taken the submitter shall include the following information:

3.10.10.1 Details of what the submitter's intentions are in respect of Research Fish; and

3.10.10.2 Details of the facilities the submitter has available to process, store, and sell the Research Fish.

Schedule 5 – Personnel

3.21 A list of the following key personnel involved in the project must be provided:

3.21.1 Project Manager: responsible for ensuring the researcher carries out the research services.

3.21.2 Principal Investigator: responsible for verifying the research services.

3.21.3 Nominated Researchers: particular scientists or other persons responsible for carrying out the research services.

3.21.4 Subcontractors: those individuals/firms listed in Schedule 3 (Subcontractors) who will be carrying out any part of the research.

3.21.5 Administrative Contact: the individual who the Ministry should contact regarding administrative matters.

3.21.6 Any other personnel identified in key roles in carrying out the research services.

Schedule 7 – Insurance Policies

3.22 The Ministry requires submitters to have the following minimum levels of insurance cover in place:

3.22.1 General Liability insurance \$100,000

3.22.2 Professional indemnity \$100,000

3.22.3 If using a vessel:

Marine Liability insurance \$20,000,000

Marine Hull insurance Replacement value

3.22.4 If using a motor vehicle, thirdParty Motor Vehicle Liability insurance \$2,000,000

3.23 The following information must be provided for the insurance schedule:

3.23.1 Insurance Policy number and name of insurance company; and

3.23.2 The amount of insurance cover held for each of the policies.

Schedule 9 – Data Questionnaire

3.24 Schedule 9 has been developed to determine what data each project is likely to provide to the Ministry’s Research Data Management Team upon completion of a project. The type of data that might be collected as part of a project includes electronic, paper, forms/logbooks and physical specimens.

3.25 All of the questions will need to be answered with either “Yes” or “No”, and some will require further information to be supplied.

3.26 Some fisheries research data (for example - Catch Effort and Observer data) are

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confidential in nature and must be securely managed and, unless otherwise specified, copies of these data are to be destroyed at the end of the project.

3.27 The Ministry's standards for data provision are:

3.27.1 Data must be provided in a format and at a quality level that can easily be managed by the Ministry's Research Data Manager (The formats and standards for each database are set out on the Ministry's website: <http://www.fish.govt.nz/en-nz/Research+Services/Research+Database+Documentation/default.htm>);

3.27.2 Metadata must be provided for all data;

3.27.3 Electronic data must be provided using industry standard software. Where possible, data must be stored using up-to-date versions of Microsoft Word, Microsoft Excel, Microsoft Access, Adobe Acrobat PDF, or industry standard SQL relational database software;

3.27.4 Data must be supplied using industry standard data storage media. Where possible 4.75 inch digital versatile discs or compact discs should be used for storing electronic data;

3.27.5 The language used for data and documentation must be English;

3.27.6 If no data is produced while carrying out a project, the Contractor must submit a nil return to the Ministry's Research Data Manager.

3.29 Data includes, but is not limited to:

3.29.1 "New" electronic data equivalent to that stored in existing Ministry databases;

3.29.2 "New" electronic data not equivalent to that stored in existing Ministry databases;

3.29.3 Modified or groomed versions of existing electronic data;

3.29.4 Paper forms and books of paper forms;

3.29.5 Field or survey diaries and notebooks;

3.29.6 Photographs, video and audio tape;

3.29.7 Specimens, being either whole, or part, marine organisms (including otoliths); and

3.29.8 Metadata.

3.30.1 "New" electronic data equivalent to that stored in existing Ministry databases may include, but is not limited to:

- Trawl survey data
- Acoustic survey data
- Otolith aging data
- Market sampling data
- Recreational survey data.

The costs of providing these data in the required form are payable by the Researcher and must form part of the submitter's price for each project.

3.30.2 Unless agreed to by the Ministry's Research Data Manager, in relation to "new" electronic data not equivalent to that stored in existing Ministry databases the Researcher is required to:

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- Create an appropriate electronic relational database to store these data;
- Incorporate appropriate data quality (for example range checks) and referential integrity checks into this database;
- Provide documentation for this database, equivalent to that which exists for other Ministry databases, including entity relationship diagrams, data dictionaries, descriptions of business rules, and full documentation of code and reference tables;
- Enter the raw data collected into this database; and
- Provide the finished database, and associated documentation, to the Ministry's Research Data Manager.

3.30.3 When providing modified or groomed versions of existing electronic data, including but not limited to modification or grooming of existing electronic data, the researcher is required to provide the Ministry's Research Data Manager with a:

- Copy of the original data;
- Copy of the final (modified/groomed) version of the data that was used for analysis;
- Description of the rules and procedures which were used to check and correct the data to a standard that would allow an independent researcher to derive the final dataset from a copy of the original dataset.

3.30.4 All raw data forms, and books of raw data forms, are to be clearly labelled and catalogued and are to be provided to the Ministry's Research Data Manager.

3.30.5 Field or survey diaries and notebooks (including drawings) are to be clearly labelled and catalogued and together with the catalogue, are to be provided to the Ministry's Research Data Manager.

3.30.6 The Researcher is required to provide the Ministry's Research Data Manager with copies of all image and audio data collected during a project and be accompanied by documentation describing the dataset.

There must be no degradation of digitised image or audio data during transmission to the Research Data Manager, unless agreed by the Ministry in writing at the commencement of the contract.

3.30.7 All reference specimens and material such as otoliths and slides are to be clearly labelled and preserved in a recognised manner to minimise the possibility of the quality of specimens degrading over time. All specimens collected or used during a Project are to be provided to the Ministry's Research Data Manager together with a catalogue of the specimens supplied.

3.30.8 The researcher is required to provide the Ministry's Research Data Manager with copies of all Geographical Information System (GIS) data developed during a project. The data will be provided in shape file format, with the projection and datum stated clearly and be accompanied with appropriate metadata and lineage to describe the dataset (see below).

3.30.9 Metadata, being information about the data collected or generated during the course of the project, must be provided to the Ministry's Research Data Manager. For each of the types of data this will include (but not be restricted to) the:

- Positional accuracy to which the data was collected or stored (for example - 0.01 of a

degree);

- Temporal accuracy to which the data was collected and stored (for example - 1 minute);
- Locations from which the data was collected; and
- Time period over which the data was collected.

A list of fields of information the researcher must supply regarding each dataset is available from the Ministry's Research Data Manager.

3.30.10 In relation to GIS Metadata/Lineage, the layers would be a summary of information derived from sources such as:

- Published data and maps;
- Scientific research data;
- Remote sensing data (satellite, aerial photography etc.);
- Expert opinion detailing the likely presence or absence of the feature in areas where it has not been observed or measure (for example where similarity or environment makes it extremely probable that the attribute or feature would be found in an area).

The format of the metadata is Excel spreadsheet, with the column heading coinciding with the metadata field headings. Please see Appendix One for an example of the structure.

The lineage document provides background information on how a map was generated. The format of the lineage is Word or PDF. It provides details of references used and any interpretation carried out. See Appendix Two for an example.

The lineage document is arguably the most crucial component of the metadata. The lineage is the key source of background information for a user of an information layer, so the content must allow a user to fully understand the nature of the information layer. The lineage document must include:

- The source of the data;
- Any errors or issues with the data;
- A description of how the dataset was generated or derived, including the processes used to create the information layer;
- The rationale for using a certain approach;
- Any errors or issues with the information layer;
- A summary of what is depicted on the information layer; and
- Any additional information that enables a user to determine how the information layer was generated.

PART 4: PROPOSAL/TENDER VALIDITY

4.1 A submitter may amend or withdraw its proposal/tender at any time prior to the due date by sending an email to contracts@fish.govt.nz

4.2 A proposal/tender remains valid and open for acceptance by the Ministry for the period from the due date until 5.00pm of the day 90 days after the due date, after which the Ministry will contact each submitter to determine whether their proposal/tender remains open for acceptance.

PART 5: OBTAINING FURTHER INFORMATION

5.1 A submitter is responsible for:

5.1.1 Fully reviewing the Ministry's Research Proposal/Tender Information & Instructions and any other information supplied to it in writing by the Ministry; and

5.1.2 Making appropriate allowance (including in its Research Proposal/Tender) for financial and other resources to ensure, if its submission is accepted, that it can perform its obligations.

PART 6: AVAILABILITY OF MINISTRY DATA

Previous Research Work

6.1 The To assist Submitters in preparing proposals/tenders, previous fisheries research information stored on electronic databases may be made available upon request to the Ministry by emailing rdm@fish.govt.nz.

6.2 Examples of these datasets are:

6.2.1 Trawl survey data from research vessels in inshore/middle depths/deepwater fisheries

6.2.2 Length and age data of fish sampled in fish sheds for major commercial species

6.2.3 Acoustic research data

6.2.4 Data on fish age, length etc.

6.2.5 Published reports of earlier research studies;

6.2.6 collections of samples for ageing work (mainly otoliths), and other studies (e.g. stock separation).

Commercial Catch and Effort Data

6.4 The Ministry is not able to provide submitters with Catch and Effort datasets for the preparation of proposals/tenders. However, the researcher will have all relevant data supplied to them to carry out any of the projects they are contracted to carry out. Depending on the size of the fishery and the number of years of data, the size of the dataset varies. Detailed information about format and structure of Catch and Effort data is available on the Catch Effort Reference Library CD. Copies of the CD are available from the Ministry's Research Data Manager.

Observer Reports

6.5 The Observer Programme carries out collection of data at sea from trawlers (mainly middle depths and deepwater fisheries) and longline vessels (mainly in the tuna and ling fisheries) and are available on request to submitters to assist in proposal/tender preparation, unless they contain confidential information

6.6 The trawl data recorded includes vessel details, trip details, tow details, catch by weight, length frequency and otolith samples, discards and non-fish bycatch.

6.7 The longline data recorded includes trip, set and catch details, length and weight data and non-fish bycatch. The longline data may also include otolith samples and discards.

Publication of Commercial Catch and Effort Data and Observer Data

6.8 Commercial Catch and Effort data and Observer data may only be published in the following summarised form if:

6.8.1 Latitudes and longitudes (maps or any other means of display) are truncated to a 1 degree level of resolution if they refer in any way to the magnitude of catches;

6.8.2 Latitudes and longitudes (maps or any other means of display) are truncated to a 0.2

degree level of resolution if they do not refer in any way to the magnitude of catches;

6.8.3 Information that identifies specific vessels or people is removed, including any unique system identifiers of vessels or people (includes companies);

6.8.4 Vessel attributes (e.g. length, breadth, tonnage, nationality etc.) are removed;

6.8.5 Data is grouped such that no group contains data from less than three vessels or three persons (includes companies) unless:

- The data does not contain sufficient detail to evaluate the number of vessels and persons contained within a group
- It is reasonable to believe that no group is likely to contain data from less than three vessels or three persons;

6.8.6 Dates are truncated to a one month level of resolution.

6.9 The authorised person from Fisheries Management will consider requests to publish data that are not summarised in this manner.

PART 7: ACCEPTING PROPOSALS/TENDERS

7.1 If the Ministry accepts a proposal/tender for a project, the Ministry will notify the successful submitter in writing.

7.2 If the Ministry accepts a proposal/tender for a project, the contract arising from that acceptance will be on the Ministry's Terms and Conditions of Research Contracts available at <http://www.fish.govt.nz/en-nz/Research+Services/Research+Documentation/Terms+conditions.htm>

7.3 The Ministry may accept any or none of the proposals/tenders it receives.

7.4 The Ministry is not obliged to accept the:

7.4.1 Proposal/tender with the lowest price; or

7.4.2 Proposal/tender that best satisfies the Evaluation Criteria.

7.5 If the Ministry accepts a proposal/tender for a project, the money payable by the Ministry under the resulting contract will be made public by the Ministry.

7.6 The successful submitter will not acquire any contractual or other rights until they are notified in writing by the Ministry of acceptance of the proposal/tender Without limiting this, no process contract arises from the proposal/tender and evaluation process.

7.7 The Ministry may (except if required by law) refuse to provide the reasons why any proposal/tender was accepted or declined.

PART 8: THINGS TO NOTE

8.1 A submitter must pay its own costs and expenses incurred when preparing a proposal/tender.

8.2 The Ministry may amend any aspect of its request for proposals/tenders at any time before the due date by way of numbered notices to all submitters and known potential submitters.

8.3 The Ministry may, at any time:

8.3.1 Cancel the proposals/tender process ;

8.3.2 Enter into discussions with any submitter to amend a proposal/tender.

PART 9: EVALUATION OF PROPOSALS/TENDERS

9.1 The Ministry may require clarification and further information from a submitter in relation to their proposal/tender.

9.2 Proposals/tenders will be evaluated by a panel against the specifications and standards for the four attributes, as described below.

9.3 Each member of the panel will evaluate the proposal/tender independently.

9.4 Proposals/tenders for each project will be assessed using the weighted attribute evaluation method. Each of the four attributes is assigned a score from 0 (low) to 5 (high). A score of less than 3 for the attribute “Methodology” will disqualify the submitter for that project from any further consideration.

9.5 A weighted score for each attribute will be derived by multiplying each score by the respective weighting factor listed below. The weighted scores for each attribute will be summed to provide a weighted total score for the project.

9.6 The weighted total score for the project is then divided by the price to give a resulting relative value of the proposal/tender.

9.7 The four attributes and their weighting factors are:

9.7.1 Methodology 0.5

9.7.2 Resources 0.3

9.7.3 Data Management 0.1

9.7.4 Project Management Skills and Quality Management Systems 0.1

9.8 Methodology

Scientific/Technical Methods

i) Specification

Details of the scientific/technical methods must be provided, including a description of the experimental design, and methods of data collection, statistical analysis, and interpretation.

ii) Standards

- Methods are not clearly explained, or contain fundamental flaws.
- Methods are basically sound and appropriate, but can be improved.
- Methods are clearly explained, sound and comprehensive.

Key Activities and Performance Indicators

i) Specification

The key activities and performance indicators must be described.

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The description must include the key activities to be undertaken and indicate how the results of these activities will be used to address each Specific Objective.

Performance indicators against which the success of the key activities can be evaluated (in terms of achieving the Specific Objectives) must be identified.

ii) Standards

- Key activities and performance indicators not clearly explained or contain fundamental flaws.
- Key activities and performance indicators basically sound and appropriate, but can be improved.
- Key activities and performance indicators clearly explained, sound and comprehensive.

Feasibility

i) Specification

The feasibility of the proposed programme (i.e. whether the objectives can be achieved), including details of the concept, any risks (and the nature of the risks) attached to the achievement of the objectives, and contingencies against the risks must be assessed.

ii) Concept Standards

- High risk: Concept is not adequately researched (e.g. it may depend on a number of unsubstantiated assumptions).
- Medium risk: Concept is adequately researched but depends on factors largely beyond the researcher's control.
- Low risk: Concept is soundly based on the results of previous work in the field of endeavour.

iii) Achievement of Objectives Standards

- High risk: Successful achievement of objectives includes a measurable level of risk which is generally high, or the level of risk cannot be determined.
- Medium risk: Successful achievement of objectives includes a measurable level of risk which is generally medium.
- Low risk: Successful achievement of objectives includes a measurable level of risk which is generally low.

Literature Review

i) Specification

A review of the relevant source literature to support the proposed methodology must be included in the proposal/tender for each project.

ii) Standards

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- Review unsatisfactory. Many key references omitted.
- Review covers most of the key references and includes reasonable coverage of lesser references.
- Review covers the available literature comprehensively.

9.9 Resources

Details of Nominated Researchers, Facilities and Other Resources

i) Specification

Details of all Nominated Researchers, facilities and other resources required to successfully complete the Project must be provided, including the timeframe within which the resources are needed.

ii) Standards

- Details are inadequate; it is not possible to assess the practicality of the resources required.
- Most details are included and the Project can be adequately assessed for practicality.
- All relevant details are included and the Project can be thoroughly evaluated.

Availability of Nominated Researchers, Facilities and Other Resources

i) Specification

The availability of Nominated Researchers, facilities and other resources required to successfully complete the Project must be specified.

ii) Standards

- High risk: Project depends critically on Nominated Researchers, facilities and other resources and their availability may not be guaranteed.
- Medium risk: Some Nominated Researchers and/or facilities and other resources are not necessarily available for the whole duration of the Project, but partial withdrawal of any of these resources will still allow achievement of most objectives.
- Low risk: Nominated Researchers, facilities and other resources are expected to be available for the duration of the Project.

Relevant Experience of Personnel

i) Specification

Details of the qualifications, training, technical skills and relevant experience of the Principle Investigator and Nominated Researchers managing and carrying out the Project must be provided.

ii) Standards

- Qualifications, training, technical skills and relevant experience are poor or are

inappropriate (e.g. they may be in an unrelated field or may be lacking in some area which is important for the success of the Project).

- Qualifications, training, technical skills and relevant experience are good and appropriate for the Project.
- Qualifications, training, technical skills and relevant experience are excellent and appropriate for the Project.

Track Record of Principle Investigators and Nominated Researchers

i) Specification

Details of the track record (e.g. scientific publications, presentations to conferences, internal reports, contract reports, other documents) of the Principle Investigator and Nominated Researchers managing and carrying out the Project must be provided.

ii) Standards

- The track record of the Principle Investigator and Nominated Researchers in carrying out the same or similar research projects in the past has been poor.
- The track record of the Principle Investigator and Nominated Researchers in carrying out the same or similar research projects in the past has been good.
- The track record of the Principle Investigator and Nominated Researchers in carrying out the same or similar research projects in the past has been excellent.

9.10 Data Management

i) Specification

Details must be provided of how data will be managed within the proposed course of research to ensure the data are of a high quality and are maintained with adequate security.

ii) Standards

- The submitter has poor or no data management procedures.
- The submitter has adequate data management procedures.
- The submitter has formal, documented data management procedures.

9.11 Management Skills and Quality Management Systems

i) Specification

A Project Management System must be in operation and the Submitter must show how Projects are managed by that system.

ii) Standards

- The submitter has poor or no Project Management Systems.
- The submitter has informal Project Management Systems.
- The submitter has formal, documented Project Management Systems.

Quality Management Systems

i) Specification

A system or systems to ensure the quality management of project documents and the proposed research work must be in operation. Such system(s) should provide a mechanism to ensure that a clear and comprehensive appraisal of the quality of the proposal/tender is carried out, particularly with respect to its concept, design and feasibility.

ii) Standards

- The submitter has poor or no Quality Management System(s) for reviewing Projects/proposed research.
- The submitter has informal Quality Management System(s) for reviewing Projects/proposed research.
- The submitter has formal, documented, and comprehensive Quality Management System(s) for reviewing Projects/proposed research.

Quality Management Systems: Research Results

i) Specification

A system or systems for peer review of research results (analysis and reporting) must be in operation. The Submitter must show how results of the research will be evaluated by such system(s).

ii) Standards

- The submitter has no or inadequate system(s) of peer review of research results.
- The submitter has informal system(s) of peer review of research results.
- The submitter has formal, documented, and comprehensive system(s) of peer review of research results.

PART 10: REPORTING REQUIREMENTS

10.1 The reporting requirements for each project are specified at <http://www.fish.govt.nz/en-nz/Research+Services/default.htm> , unless an alternative format is approved by the appropriate person from Fisheries Management.