**MBIE-JST JOINT CALL FOR PROPOSALS on ‘Disaster Mitigation, Response and Recovery’**

Joint Application Form

Section 1: Key Information

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| * 1. **Project title (12 words maximum)**

***Please copy your answer from the NZ application form “Project Title”***Enter your answer here... |
| * 1. **Applicants’ information**

Please supply the applicant’s information from both countries.Enter your answer here...(NZ)PI’s name: Title: Organization: Email address: Phone number: (Japan)PI’s name: Title: Organization: Email address: Phone number: |
| * 1. **Project summary (400 words maximum)**

***Please copy your answer from the NZ application form “Project Summary”***Enter your answer here... |

### Section 2: Performance area

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| * 1. **Will the project lead to the creation of new knowledge through high quality research? (650 words maximum)**

***Please copy your answer from the NZ application form “Assessment Criteria – Excellence”***Enter your answer here... |
| * 1. **Will the project establish an enduring collaboration between and within New Zealand and Japan? (650 words maximum)**

***Please copy your answer from the NZ application form “Assessment Criteria – Connections”***Enter your answer here... |
| * 1. **Will the project deliver knowledge aligned to wider economic, social and environmental goals? (650 words maximum)**

***Please copy your answer from the NZ application form “Assessment Criteria – Impact”*****Add comments regarding Japan**Enter your answer here... |
| * 1. **Research Plan (500 words maximum)**

***Please copy your answer from the NZ application form “Research Plan”***Enter your answer here... |
| * 1. **Risks (300 words maximum)**

***Please copy your answer from the NZ application form “Risks”***Enter your answer here... |

### Section 3: Resources

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| **3.1 Team capability (500 words maximum)**Outline the research capability, providing a description of each team member’s role in the project and the tasks they will be responsible for, the expertise they bring to the project and why those skills are necessary to deliver the project. For team roles that are un-named at the application stage describe the role including the requirement for the role and expected FTE (full-time equivalent).Enter your answer here... |

### Section 4: Financial Information

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| **5.1 Budget (NZ)**For each year of the project, please provide a budget for the project using the table below. Budgets should be allocated as evenly as possible across the project years.Travel costs should not exceed 25% of the budget. Total income must equal expenditure and all values should exclude GST. Funding does not allow for annual inflation adjustments over the term of the contract.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item**  | **Year 1** | **Year 2** | **Year 3** |
| Personnel |  |  |  |
| Travel |  |  |  |
| Overheads |  |  |  |
| \*Materials and Consumables  |  |  |  |
| \*Subcontracting |  |  |  |
| \*Other  |  |  |  |
| Total  |  |  |  |

\* Provide a description of these expenses.**5.1 Budget (Japan)**For each year of the project, please provide a budget for the project using the table below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item**  | **Year 1** | **Year 2** | **Year 3** | **Total** |
| Facilities, Equipment and Consumables |  |  |  |  |
| Travel |  |  |  |  |
| Personnel |  |  |  |  |
| Others |  |  |  |  |
| Indirect costs (30%) |  |  |  |  |
| Total  |  |  |  |  |

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