 **Innovation Project Support**

**Notes for Applicants**

**2018-2020**

**Purpose of this document**

This document provides information about the High Performance Sport New Zealand (HPSNZ) Innovation Project funding process and notes to help complete the application form. If you have any questions or queries about the HPSNZ innovation programme please email HPSNZ Innovation Manager Stafford Murray on stafford.murray@hpsnz.org.nz

**Purpose of Innovation Project Process**

In the achievement of its strategic objectives, HPSNZ provides resources for innovation projects for its targeted funded sports. The purpose of these projects is to:

1. Provide innovative solutions to performance issues resulting in a sustainable change for athletes or coaches; and

2. Address medal gaps or have a significant impact on the number of likely medals won by New Zealand athletes;

A defined process for project selection has been developed to ensure a robust and transparent approach is applied for the clarity, understanding and benefit of all HPSNZ innovation stakeholders.

**Value of Innovation Support**

The value of funding for innovation projects may vary from year to year and HPSNZ will provide an indication of the level of funding available when opening each of the funding rounds.

The overall annual level of funding support for will be up to $500,000 (plus in-house Goldmine engineering time), spread across two resource allocation rounds in March/April and September/October.

**Please note:**

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|  The number and value of projects awarded will be determined by HPSNZ in its sole discretion during the application review and resource allocation process.Innovation projects may be proposed and conducted over a variety of timeframes. There are no minimum and maximum time limits prescribed. For approved projects, the timeline for completion and key milestone deliverables will be specified in the Project Agreement. As such, projects that run across resource allocation rounds will be required to submit a progress report to the Innovation Project Evaluation Panel (“IPEP”) at agreed times during the project. Pilot Projects that aim to undertake targeted preliminary investigation as a means of determining medal impact and addressing technical risks in implementation may be considered.**Alternative Funding**Applicants should note they may seek alternative forms of complementary funding for their innovation project. All alternative forms of funding being sought for the proposed project should be disclosed at the time of application and throughout the period for which the applicant is receiving a HPSNZ innovation allocation to ensure there is no conflict or inconsistency with any terms imposed by HPSNZ.**Who is Eligible?**The focus of the HPSNZ innovation programme is to provide support, be it financial and/or through human resource/provision of expertise, for a single project for a HPSNZ targeted funded sport. Provided the application directly supports performance for a targeted sport, project applications will be considered from NSOs, or via HPSNZ staff, universities, or private enterprise on behalf of NSOs.**Eligible Sports and Innovation Contact**Each eligible sport has selected an innovation contact.The role of the innovation contact is to be the liaison between the applicant and the NSO High Performance Director/coaching personnel and determine whether the project application will carry the endorsement of the NSO in terms of implementation and utilisation.The following is a list of eligible sports the allocated innovation contact for each sport (Missing contacts TBC ASAP):

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| **Sport – NSO** | **Innovation Contact** |
| Bike NZ | Martin Barras (interim) |
| Rowing NZ | Justin Evans |
| Yachting NZ | Simon Briscoe |
| Athletics NZ | Angus Ross |
| Canoe Racing NZ | Paul McAlpine |
| Netball NZ | Keir Hanson |
| Equestrian Sports NZ | Jock Paget |
| Rugby Sevens (NZRU) | Jason Healy |
| Hockey NZ | TBC |
| Paralympics NZ | Malcolm Humm |
| Winter Sports | Paul McAlpine |
| Swimming NZ | Jodi Cossor |
| Triathlon NZ | Mark Elliot |

Applicants who would like to be connected with these contact persons are asked to please contact the HPSNZ Innovation Manager on stafford.murray@hpsnz.org.nz **Cross-Sport or Multi-Sport Projects.**From time to time, innovation projects may be conceived within a discipline area e.g. physiology and have potential benefit to multiple sports. Whilst an endorsement from the HPD of one the sports will still be required, projects of this nature are additionally required to receive the endorsement of the HPSNZ Athlete Performance Executive (APEX) prior to submission of the Project Application. If you feel your project fits this requirement; please contact the HPSNZ Innovation Manager so it can be added to an APEX agenda for consideration.**Items Covered by the HPSNZ Innovation Resource Allocation**HPSNZ will only cover expenses directly related to the innovation project. All expenses must be approved in advance with the HPSNZ Innovation Manager or as agreed within the Project Agreement.This funding is intended primarily to cover the requisite equipment and expertise for the delivery of an innovation for a HPSNZ targeted sport. Examples of items coveredinclude, but are not restricted to: contract fees required to pay project staff (e.g. contractors/project managers) and equipment requirements (see note below). The cost of consumables and project related travel may also be included.**NB:** HPSNZ does not cover fixed salaries or overheads. All expenses must be consistent with the innovativeness of the project – and as such, commercial “off the shelf” technology items such as heart rate or GPS tracking devices will not be covered.**Payment of HPSNZ Innovation Project Funding**HPSNZ will make payments upon receipt of GST invoices. This will vary depending on the project proposed. Innovation project funds may only be expended for the purpose described in the Application Form and for no other purpose. HPSNZ may terminate funding at any time and recoup any funds awarded, if it is satisfied that the applicant is not expending the funds for the purposes described in the Application Form, or is not otherwise complying with the conditions governing the funding.Applicants are expected to submit a proposed payment schedule linked to project expenditure.The recipient of the HPSNZ funding is responsible for fulfilling any tax obligations resulting from receiving the innovation funding. HPSNZ funding is exclusive of GST.**General policy of administration**The applicant in making a project application undertakes to abide by the conditions of the Administrative Agreement. **Applicant obligations**The applicant is required to complete the project outlined in the Application Form and within the timeframe specified and, if applicable, in accordance with the requirements of the NSO. No modification, alteration of or addition to the details described in the Application Form can occur without written permission from HPSNZ. The applicant should inform the HPSNZ Innovation Manager immediately of any proposed changes.If at any time the applicant’s ability to complete the project is impaired or inhibited HPSNZ must be notified immediately.**NSO Obligations** The NSO agrees and undertakes to support the project described in this application by making available access to facilities necessary for its fulfilment.Any obligations on the NSO in the project application must be agreed between the applicant and NSO prior to submission. |

**Progress reports**Successful applicants will be required to provide HPSNZ with progress updates of the project (timeframes will be based on the length of the research and specified in the notification letter).

**Final report**Upon completion of the project, the applicant must submit a final report to HPSNZ outlining the project and its outcomes/impact. This report will be primarily used for policy and planning purposes, but may also be used for promotional purposes by HPSNZ.

**Confidentiality**These innovation projects are designed to give NZ sport and NZ athletes a competitive advantage over their international competitors. As such, applicants and the relevant NSO are required to maintain confidentiality around the innovation project.

Confidentiality requirements for each project will be detailed within the Project Agreement.

**Taxation**
HPSNZ is registered for GST purposes. Budgets submitted by applicants must be exclusive of GST.

**Equipment and capital items**Unless otherwise stated within a Project Agreement, all equipment and capital items will become the property of the NSO.

In instances where equipment is developed as part of a funded project and readily transferable for usage across several sports, the equipment will remain the property of HPSNZ and will be allocated to various sports for use as required.

**Over-expenditure**Any over-expenditure on the project is the responsibility of the applicant.

**Unexpended funds**Any unexpended funds must be repaid to HPSNZ.

**Intellectual Property Rights**Following approval, a Project Agreement will be drafted for each selected innovation project. This Project Agreement will detail the agreed arrangements for the treatment of intellectual property, equipment, and commercial rights between the applicant, NSO and HPSNZ.

**Privacy Act 1993**HPSNZ undertakes to collect, use and store information provided in the HPSNZ Innovation Project Application Form per the principles of the Privacy Act 1993. The information will be used to select HPSNZ Innovation Project funding recipients and for administrative purposes only.

The information will be held by HPSNZ at 17 Antares Place, Mairangi Bay.

The applicant shall ensure that it complies always with all legal obligations regarding the privacy of personal information in accordance with the Privacy Act 1993, and obtains all necessary consents to disclosure, waivers and other acknowledgements as may be applicable to the project.

**Administrative Agreement**One signed copy of the Administrative Agreement (attached to the end of the Application Form) must be submitted with the application. The project application will not be considered unless the signature of the High Performance Director of the sport is included. Applicants are urged to allow sufficient time for the project to be considered and the Administrative Agreement to be signed.

**Applicant**The applicant will be responsible for administration of the project.Project applications will be considered directly from NSOs, or via HPSNZ staff, universities, or private enterprise on behalf of NSOs.

**Authorised Official on behalf of the NSO**The High Performance Director of each NSO will be required to endorse each application for their sport prior to submission.

**Submitting the Application**HPSNZ strongly encourages applicants to discuss their project with the HPSNZ Innovation Manager (stafford.murray@hpsnz.org.nz ) during the consultation phase (10 Feb – 10 March 2017), and where possible well ahead of the submission deadline to allow feedback and changes to be made. This will ensure applications are complete and the appropriate communication with Innovation Contacts can occur well ahead of the submission deadline.

All applications must be presented on the Application Form.

The application must be typed and include all requested information. Applicants should submit an electronic copy of the application (including all required documentation and signatures). Use the check list at the back of the Application Form to ensure the submitted application is fully completed.

Applications not meeting the criteria will not be considered.

Please see [www.hpsnz.org](http://www.hpsnz.org) for application process opening and closing dates. Applications received after the closing dates will not be considered.

Applications should be sent to:

Stafford Murray
Innovation Manager, HPSNZ
**Email:** stafford.murray@hpsnz.org.nz

**Notification to Applicants**

Applicants will be notified in writing of the outcome of their application. The notification letter to successful applicants will confirm applicant and NSO details, funding details (level and items covered), payment schedule, term, and reporting requirements.

Applicants offered HPSNZ innovation project funding will have 15 working days from the date of notification to accept in writing. HPSNZ will provide a Project Agreement to the applicant setting out the full agreed terms and conditions of the project.

If an application is declined, feedback will be provided by HPSNZ and applicants can re-submit a revised application for consideration in subsequent funding round / rounds.

**Assessment Process**

**Step one – Initial vetting**The HPSNZ Innovation Manager will examine applications to ensure each innovation project application is complete and meets the criteria specified in these guidance notes. Applications not meeting the criteria will be declined and the applicant notified in writing.

**Step Two – Ranking of Projects**Projects will be evaluated against the project valuation criteria by the HPSNZ Innovation Manager. In addition, the projects for each sport will be prioritised by the relevant NSO High Performance Director.

During this stage, the HPSNZ Innovation Manager may request further information from applicants in respect of information that is unclear or where further explanation is required.

**Step three – Selection panel assessment**Each application will be assessed under the Innovation Project Evaluation Panel (IPEP) terms of reference. The IPEP is made up of representatives from HPSNZ with high performance, sport sector, policy, and topic area expertise. IPEP members are required to possess a strong knowledge of HPSNZ strategy, medal targets and investment priorities, along with a thorough understanding of the requirements for medal winning success in HPSNZ targeted sports.

External advice will be sought on a case-by-case basis as determined by the IPEP and in line with the nature and subject matter of the projects before it.

As part of this process HPSNZ may contact applicants to obtain further information regarding project proposals. This information will then be provided to the IPEP to assist them in their assessment.

**Step Four – Decision making process**The IPEP will meet to review all applications (taking into consideration any external representative assessment) and make funding recommendations to the HPSNZ Chief Executive for approval. Where an Ethics Approval for the project is deemed to be necessary, the IPEP will also make this recommendation.

**Criteria for Assessment**Each proposal will be assessed under the following criteria:

1. Benefit to the Targeted Sport/s
2. NSO/High Performance Director Buy-In
3. Potential Medal Impact
4. Project Delivery Risk
5. Implementation Risk
6. Resource Requirements V Benefit

**Guide to Addressing the Criteria in the Application Form**

Please note that a combination of open and closed response questions appear in the application form. Please select the response that most closely describes your project in context of the question. Please use the supporting evidence sections to explain and support your project assertions.

**1. Which HPSNZ supported sport(s) will benefit from this project?**

Please note only innovation projects that benefit the 12 specified HPSNZ targeted funded sports will be considered. As such this question requires you to select the sport from the drop down menu which will benefit from the innovation project.

In instances where the project has a demonstrable benefit to more than one sport, please select the primary benefitting sport from the first drop down menu and the secondary benefitting sports, in order of benefit, from the subsequent drop down boxes.

**2. Stakeholder Risk / Buy-in**

Stakeholder Buy-In is crucial to the success of an innovation project.

For questions 2.1 and 2.2, please select one of the three statements from the drop down menu. For each of these questions, also please provide further information as supporting evidence. If you are providing written endorsement or commitments from coaches or HPDs with your application, please be sure to attach these to your application at the time of submission.

**3. Potential medal impact**

A key aspect of the HPSNZ Innovation Strategy is the link to winning medals.

For each of the questions 3.1, 3.2 and 3.4 please select a response from the drop down menu and then provide supporting evidence for your response in the box provided.

**3.1 Impact measure**

Within your supporting evidence please discuss/address the following:

* *How will you measure the impact this project will have on the performance of the athlete(s)/team or coach? In other words, how will you separate the impact of this project from other interventions or training inputs?*

**3.2. What is the current medal gap that is being targeted by this project?**

Within your supporting evidence please discuss/address the following:

* *Please provide evidence that the performance gap to achieve a medal is known.*
* *The medal gap can be explained in relation to any of the following:*
* *Improving performance of an athlete/team to bronze medal level*
* *Increasing the medal colour of a likely medallist (e.g. silver to gold)*
* *Improving performance to maintain a medal (i.e. because of increasing competition).*

**3.3. Impact/medal estimate**

Within your supporting evidence please discuss/address the following:

* *Provide evidence that this project will close a 'medal gap' for one or more athletes/teams where a medal gap is defined, again regarding your response in 3.2 above.*
* *For example, if your innovation project was to be aimed at 100m track sprinters, you may wish to evidence the current WR or Gold Medal London 2012 winning time and express this in context of previous WR or Gold Medal winning times in Beijing/Athens/Sydney to predict the Rio 2016 Gold Medal time. You may then discuss how your innovation project will close the gap between this time and the current PB/s of the program athlete/s.*

**3.4. Number of medals impacted**

Within your supporting evidence please discuss/address the following:

* *Identify the number of athlete/team medals you believe will be impacted as per 3.2 above, providing names of the athletes/team/s and listing the pinnacle events at which you are projecting these medals will be achieved.*

**4. Project delivery risk**

In evaluating project proposals, HPSNZ will determine whether the outcome or benefit anticipated by the project proposal is achievable, and whether there is a risk the project will not deliver this outcome or benefit.

HPSNZ is keen to ensure that the project is driven (championed) by the applicant and/or other personnel/NSO staff as it is suggested this will increase the likelihood of project success.

For questions 4.1 and 4.2, please select one of the pre-determined responses from the drop down menu and use the text box below it to provide evidence to support your assertions that the project will achieve its intended aim.

**4.1. Technical risk**

Within your supporting evidence please discuss/address the following:

* *Provide an assessment on the technical risks the project is likely to involve. Does the project involve the development of a new concept/product or is it a combination of existing technology or methods – please explain. Does the developer have a proven track-record with this area of development? Please state any known risk factors in this section.*

**4.2. Technical delivery champion**

Within your supporting evidence please discuss/address the following:

* *Each project requires a champion who can be relied on to support the project from concept to completion. Provide details of the technical delivery project champion here with a brief descriptive of their qualifications, skills, and experience.*

**5. Implementation risk**

In evaluating project proposals, HPSNZ is keen to ensure that the project is implemented to fruition, and its outcome or benefit utilised in a valuable way within the targeted sport. HPSNZ also seeks to ensure project implementation is driven (championed) by the applicant and/or other personnel/NSO staff as it is suggested this will increase the likelihood of project completion.

For questions 5.1 and 5.2, please select one of the pre-determined responses from the drop down menu and use the text box below it to provide evidence to support your assertions that the project will be implemented and utilised to full effect.

**5.1. Champions**

Within your supporting evidence please discuss/address the following:

* *Each project requires a champion within the sport who can be relied on to ensure its successful implementation in the training and/or competition environment. Provide details of the implementation champion and why they have been chosen along with their qualifications, skills, and experience.*

**5.2. Utilisation plan**

Within your supporting evidence please discuss/address the following:

* *HPSNZ is keen to ensure, within the applicant or a member of the targeted sport, there is the capability to successfully implement the project so that it achieves the medal impact as stated above. Demonstration of an utilisation plan could include that there is an appropriate person such as a coach or sports scientist capable of effectively implementing the innovation.*

**6. Resource requirements**

Within this section, applicants are asked to indicate the cost of implementing the proposed project.

For 6.1 and 6.3, please provide supporting evidence of the project cost and project timeline in the space provided. If you require more space, or wish to attach a supplementary document e.g. spread sheet or Gantt chart to your application, please do so.

For 6.2, please list all supplementary funding sources that will co-fund the proposed project. Please also indicate the percentage of total project cost that each source will contribute in this section. If there are no supplementary funding sources, please simple answer “none” to this question.

**7. Intellectual Property**

In Section 7, please briefly explain your expectations regarding the treatment of Intellectual Property and any commercial rights/publications emanating from the project. Please note HPSNZ will negotiate these rights with successful project applicants within each Project Agreement.

**8. Notes**

Please use Section 8 of the Application Form to provide any other relevant information in support of your application. If required, please attach additional pages to the Application Form.