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| This application form example is intended to give you visibility of what’s required for a R&D Career Grant application. It is important that you read our Guidance for the full details about the R&D Career Grant product. **When you are ready to apply, log into the online portal (Forge), copy and paste the information into the relevant sections – please do not submit or upload this form.** |

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| **GRANT OVERVIEW** | | | | | |
| **Purpose of the R&D Career Grant**  Callaghan Innovation manages the Business Research and Development (R&D) Grants scheme on behalf of Government. The objective of the Student Grants Programme is to support New Zealand undergraduate and postgraduate students to gain and develop their technical and commercial skills in a New Zealand R&D business that has an active research and development (R&D) programme. The Ministerial Direction for R&D Student Grants sets out the government policy and criteria (the ‘rules’) of the grants programme and is available on our website.  The R&D Career Grant is designed to help a Masters or PhD graduate (student) get their first job in a New Zealand R&D business by contributing to the payment of the student’s salary for the first six months of full time employment. These placements are a valuable stepping stone for students to gain commercial experience and further their career in R&D. It is, therefore, important that the student works within the business’s R&D team and the business actively supports the student, so they get the best experience from working in an active R&D programme. In turn, the business benefits from the student’s advanced knowledge and expertise.  Before you begin your R&D Career Grant application, read and understand the overview below to ensure you are informed and prepared. It’s important you provide all the relevant information requested in the online application so we can process your application promptly.   * You have spoken to us or visited our [website](https://www.callaghaninnovation.govt.nz/products/fund/r-and-d-career-grants/) to check that you are eligible to apply for funding. * Your business is actively doing R&D and has at least one R&D full-time equivalent (FTE) (refer to these guidelines for [R&D definition).](https://www.callaghaninnovation.govt.nz/sites/all/files/grants-describing-your-rd-in-your-grant-application_0.pdf) * You are an eligible business entity (refer to the website). * You have access to your business’s financial information. * You are not exceeding your business’s Student Grant quota for the year (refer to [Number of Student Grants per Business Guide](https://www.callaghaninnovation.govt.nz/sites/all/files/experience-grant-annual-quota-guide.pdf) to determine how many students you are eligible to apply for). * You have identified an eligible Masters or PhD student and have/will have within the next month, the supporting documentation. * You must employ the student for a minimum period of 6 months of full time employment, who will be on your business's payroll and not a contractor. * You have read the [Funding Agreement](https://www.callaghaninnovation.govt.nz/assets/documents/career-grant-guidelines-funding-agreement.pdf) example on our website. Your application will form part of your Funding Agreement with Callaghan Innovation. Please read the Funding Agreement before you submit your application to ensure that you understand and can comply with the terms of the agreement. * [A Guide to help define Research and Development (R&D)](https://www.callaghaninnovation.govt.nz/sites/all/files/grants-describing-your-rd-in-your-grant-application_0.pdf) in your grant application. | | | | | |
| **Acknowledgement** | | | | | |
| I have read and understood the Grant overview | | | | | |
| **APPLICATION DETAILS** | | | | | |
| **Organisation summary**  **Organisation** | | | **Product** | | |
| [Read-only field – Pre-populated] | | | R&D Career Grant | | |
| **Physical address** | | | **Postal address** | | |
| [Read-only field – Pre-populated] | | | [Read-only field – Pre-populated] | | |
| **NZBN** | | |  | | |
| [Read-only field – Pre-populated] | | |  | | |
| The contracting organisation (Applicant entity) is responsible for signing the funding agreement, invoicing for funding (as applicable to the grant product) and adhering to the obligations under the Funding Agreement. Ensure you have read and understand the terms and conditions before completing this application.  Check that the contracting organisation listed above is correct, it can cause processing delays if applications are received under the wrong entity. Email [fcmoperations@callaghaninnovation.govt.nz](mailto:fcmoperations@callaghaninnovation.govt.nz) to advise of any changes. | | | | | | |
| **Application title**  **Provide a brief title** | |  | | | | |
| [Enter text here] | | | | | | |
| Maximum of 128 characters  Use a brief title that is not commercially sensitive. If your application is approved, application title, organisation name, funding type and value will become public information. | | | | | | |
| **Total funding requested**  R&D Career Grants contribute towards the first six months of a student’s salary of full-time employment. Maximum payments are:   * Masters – up to $30,000  (GST exclusive) * PhD – up to $35,000  (GST exclusive)   Enter the total funding you are requesting below (up to the maximum amounts above).  **Student degree**  Select the Student degree from the dropdown box (*this will prepopulate the funding at the maximum, which can be manually updated)* | | | | | | | |
| [Dropdown list of values – *Master, PhD]* | | | | | | | |
| **GST excl. amount** | | | | | | | |
| [Enter amount here] | | **$ GST amount**  **[Pre-populated - Calc]** | | | **$ GST inclusive**  **[Pre-populated - Calc]** |
| **Proposed dates** |  | | | | |
| **Start date** |  | | | **End date** | |
| [Enter date here] | | | | [Enter date here] | |
| The proposed start and end dates will be confirmed at time of contracting should your application be successful. They may differ from the dates recorded here, depending upon the approval date. Costs incurred prior to the start date and after the end date will not be claimable. | | | | | |
| **ANZSIC detail**  **Provide ANZSIC** |  | | | | |
| [Enter text here] | | | | | |
| ANZSIC is the Australian and New Zealand Standard Classification of Industries. These codes are published on the Stats NZ website. Select ‘Industry - ANZSIC06V1.0’ in the classification code finder. | | | | | |

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| **KEY CONTACT** |

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| Contact person - the person in your business that we can discuss the grant with and who we will send all grant and contact related information.  Student - Masters or PhD (enter the university into the organisation field). |

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| You must have at least one contact person and one student | | |
| **First name** | **Last name** |
| [Enter text] | [Enter text] |
| **Email address** | **Organisation** |
| [Enter text] | [Enter text] |
| **Role in organisation** | **Phone number** |
| [Enter text] | [Enter text] |
| **Role in project** |
| [Contact person] |

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| **COMPLIANCE** |
| We understand our health and safety obligations and have procedures and systems in place, these comply with the Health and Safety at Work Act 2015.. |
| We have read the Callaghan Innovation Health and Safety Guidelines and understand our role and responsibilities in relation to engaging a student through this grant.. |
| Read our [Health and Safety Guidelines](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.callaghaninnovation.govt.nz%2Fassets%2Fdocuments%2Fguidelines-health-and-safety-student-grants.docx&wdOrigin=BROWSELINK) to understand your role and responsibilities for engaging a student. By ticking the boxes above, you confirm that you understand and can meet your obligations under the Act. |

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| **BUSINESS ELIGIBILITY** |

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| **Identify which eligible entity best describes you business?**  A Company incorporated and registered in New Zealand under the Companies Act 1993 that is not controlled by the government or one or more government agencies  A Limited Partnership registered under the Limited Partnerships Act 2008 that is not controlled\* by the government or one or more government agencies  A Māori Incorporation or a Trust established under Te Ture Whenua Māori Act 1993 or a similar organisation managing Māori assets under multiple ownership. |
| To be eligible for an Ārohia Evidence Grant, you must be one of the entities listed above.  See the [Ministerial Direction](https://gazette.govt.nz/notice/id/2023-go2644) on our website for more information about eligibility. |
| **Confirm that you are not an entity that is:**  Government shareholding may affect your eligibility. Please see the [Ministerial Direction](https://gazette.govt.nz/notice/id/2023-go2644) for more information about eligibility.  Ineligible entities include:   * Local authorities, Government departments or agencies * State Owned Enterprises and Public Finance Act 1989 Schedule 4A companies * Local, national and regional promotional bodies * Crown entities * Crown Research Institute (CRI) * Tertiary Education Organisation (TEO) including foreign-owned TEOs * Entities controlled by any of the above * Sole traders * Charitable Trust * Partnership * Unincorporated Joint Ventures * Unincorporated charities * Incorporated societies * Trusts (other than a Māori Trust as expressly stated under eligible criteria) * A company that is incorporated in another country by is registered to do business in New Zealand (registered under the Overseas Register – ASIC or NON-ASIC – not incorporated under the New Zealand Companies Act 1993).   **We are not an entity type as listed above** |

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| **Are you aware of any issues (past, current or potential) relating to your business, its owners and directors (or equivalent), or your products and services that could bring the reputation of the Callaghan Innovation or its R&D Grants Programme into disrepute?**  Yes  No |
| This should include any actual or pending legal action against your business, major shareholders, or directors..  **If yes, outline the issues:**  Please keep it brief, bullet points preferred. Your Funding Engagement Specialist will discuss these issues with you. |

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| [Enter text here] |
| **How many R&D FTE are currently employed in your business?** |
| [Enter text here] |
| This can include contractors and FTE who are doing R&D as part of their role, e.g. 3 FTE each doing 33% R&D = 1 FTE. Refer to the [Number of Students per Business Guide](https://www.callaghaninnovation.govt.nz/sites/all/files/experience-grant-annual-quota-guide.pdf). |

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| **BANK ACCOUNT** |

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| **Provide your business’s bank account information in the table below. The bank account must be in the name of the applicant (same as the *contracting organisation*)** |

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| **Account name** | |  | |
| [Enter text] | | | |
| **Bank** | **Branch** | **Account** | **Suffix** |
| [Enter text] | [Enter text] | [Enter text] | [Enter text] |
| **Email for remittance** | |  | |
| [Enter text] | | | |

**Bank Account evidence**

Provide verification of the bank account information you have entered above, such as a screenshot from online banking. This must clearly show the bank account name and number

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| [Upload bank account evidence] |

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| **FINANCIAL INFORMATION** |

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| Clipboard outline Callaghan Innovation has a duty of care to students under this programme to ensure they are placed in companies that will remain in business for the duration of the grant. In this section, businesses must demonstrate that they are likely to be a going concern for the duration of the internship (next 6-12 months). |

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|  | **Total tangible assets** | **Total liabilities** | **Difference** |
| Solvency | Enter value | Enter value | *If negative results, further financial information required* |
| Liquidity | Enter value | Enter value |
| Profitability | Enter value | Enter value |

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| You will use financial information from your balance sheet and P&L statement to determine the financial ratios. Businesses without positive results for all three ratios will need to provide financial documents as detailed in section Financial Statement. |
| **If required, prepare and upload the three documents listed below:**   1. The year-end balance sheet from your most recent financial year; and 2. Latest year to date management accounts (Profit & Loss Statement and Balance Sheet); and 3. A monthly cash flow projection for the next 12 months, using the excel template provided.   Cashflow Forecast Template  *(This template is only available after you have created your application within the online portal* |

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| [Upload documents here] |

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| **Financial information table**  Enter information for the last three financial years, including total R&D spend and staffing levels (NZ$ excl. GST) from your recent financial statements.  This is standard information we require from all R&D grant applicants so that we can understand the scale of R&D in your business and the impact our grant funding has on businesses. If your business has been operating for less than three years, enter the information for each financial year since your business started operating.  Do not delete or overwrite any prior year data. Please ADD a new line for each relevant year as required.   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Financial Year End** | **Total revenue:** | **Earnings before Interest and Taxation (EBIT):** | **Net profit before taxation:** | **Exports revenue:** | **Total R&D spend:** | **Total staff (FTE):** | **R&D staff (FTE):** | | Enter date here | Enter value | Enter value | Enter value | Enter value | Enter value | Enter value | Enter value | | Enter date here | Enter value | Enter value | Enter value | Enter value | Enter value | Enter value | Enter value | | Enter date here | Enter value | Enter value | Enter value | Enter value | Enter value | Enter value | Enter value | |
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| **The table above requires two years of information to be entered, if you are unable to provide all of this information, provide comment below:** |
| [Enter text here] |

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| **R&D ELIGIBILITY** |

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| **Nature of business**  Provide a snap shot of your business and its operations. Keep it brief (under 250 words), bullet points preferred.   * When was your business established? * Describe what your business produces, or if early stage/pre-revenue what your product will be? * Describe what your current R&D focus is.   **Summarise your business' history and outline current product and services:** |

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| [Enter text here] |

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| **R&D activity**  To be eligible for an R&D student grant, businesses must be actively doing R&D. We will use the information you provide in this section to confirm that your business has a history of R&D and a plan for future R&D.    R&D is distinguished from non-R&D by the presence or absence of an appreciable element of innovation. If the activity departs from routine and breaks new ground it is normally R&D; if it follows an established pattern it is normally not R&D.  How do you know if you’re doing R&D? R&D is distinguished from non-R&D by the presence of four criteria. The activity needs to:   * be novel * be creative * have uncertainty about the final outcome * be performed systematically   Refer to our [guidelines](https://www.callaghaninnovation.govt.nz/sites/all/files/grants-describing-your-rd-in-your-grant-application_0.pdf) on how to describe your R&D in your application  **Outline your R&D activities over the last 12 months:** |

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| [Enter text here] |
| **Outline your planned R&D activities for the next 12 months:** |
| [Enter text here] |

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| **STUDENT ELIGIBILITY** |
| **Ensure you have read and understand your obligations** |
| For students to be eligible for an R&D Career Grant, students must:   * be about to complete, or have recently completed a Masters or PhD degree in science, technology, engineering, design or business (i.e. have submitted a thesis or marking for completed course requirement for taught masters) no more than 12 months ago from the submission date of this application); and * have undertaken the study at a New Zealand tertiary education institute if they are not a New Zealand citizen; and * be legally permitted to work in New Zealand; and * not have been previously employed in the industry under a professional arrangement related to their area of study, except temporary, part-time or at a tertiary organisation; and * not have been previously employed at the business, unless this was short-term employment (e.g. over the summer break)   **Funding Agreement**  Your application will form part of your funding agreement with Callaghan Innovation. Please read the [Funding Agreement](https://www.callaghaninnovation.govt.nz/assets/documents/career-grant-guidelines-funding-agreement.pdf) on our website before you submit your application, to ensure that you understand, and can comply with the terms of the agreement.  **Summary of your obligations**   * You must employ the student for a minimum period of 6 months of full time employment (the student must be on your business's payroll and not a contractor). * You are responsible for all taxation liabilities, kiwi saver employer contributions, ACC, recruitment fees and other levies payable in relation to the funding or employment of the student. * You must ensure the student works on site within your business (not at a university lab or remotely) and must participate in the project as set out in the application. * You must provide copies of the student’s payslips at the time of claiming. |
| **What is the student’s area of study?** |

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| [Dropdown list of values – *Science, Technology, Engineering, Design, Business*] |
| Student Grants are restricted to specific areas of study |

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| **Which tertiary education institution did the student study at?** |
| [Enter text here] |
| The student must either have undertaken their Masters/PhD study at a NZ tertiary institution or be a NZ citizen who has undertaken their Masters/PhD study overseas. |

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| **What is the student’s immigration status?** |

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| [Dropdown list of values – *NZ citizen, NZ resident, Relevant work visa, Work visa application in progress that is expected to be approved before student starts*] |
| The student must be legally permitted to work in New Zealand. For more information, see the Immigration New Zealand website. |

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| **Acknowledgement** |
| Confirm the student is applying for their first full-time job after recently completing their postgraduate study. |

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| **Is the student a previous employee?**  No, the student has not previously been employed by us  Yes, the student has previously been employed by us but in a temporary position |
| **Confirm the student finished studying no more than 12 months ago?**  Student has submitted their thesis - no more than 12 months ago  Student has submitted their completed course requirement for taught masters - no more than 12 months ago  Student has yet to submit their thesis (will become a pre-contract condition)  You will be required to provide formal documentation from the tertiary education institution to confirm the student’s eligibility. The student is not eligible until their thesis has been submitted/course completed, and accordingly the start date of your contract will be impacted if a pre-contract condition for receipt of confirmation is implemented. Please refer to your Funding Engagement Specialist if this is the case.  **If documentation is relevant, Upload one of the following to confirm the student has completed their postgraduate study, no more than 12 months ago**   * Student’s official academic record; or * Confirmation by the university that the student’s thesis has been submitted for marking (or that they have completed their course requirements for taught Masters). This may be in the form of an email from the student’s supervisor at the university**.** |
| [Upload document here] |

 File size must not exceed 20 MB. Only files with the following extensions will be accepted: doc, docx, pdf, xls, xlsx, txt, jpeg, jpg, png.

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| **ASSESSMENT CRITERIA** |
| Clipboard outline This section ascertains the business’s ability to meet the three Student Grant assessment criteria; student’s exposure to R&D, student’s professional development and benefit to the business |
| **Student exposure to R&D criterion** |

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| You will describe the work the student will be involved in, identify their area of specialisation and how the work is relevant to them. We will assess the information you provide against the following key question:   * How will the involvement of the student within the business expose them to technical work that is relevant to their degree? This is in the form of a defined R&D project.   **Provide us with the scope of the R&D project.** |
| [Enter text here] |
| **Tell us about the role the student will play in this R&D project** |
| [Enter text here] |
| **What is the Masters/PhD students area of specialisation and thesis?** |
| [Enter text here] |
| **Tell us how the R&D project is relevant to the student’s degree** |
| [Enter text here] |

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| **Professional Development** |

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| R&D Career Grants are designed to introduce recent postgraduates to employment and to give them the requisite skills they need. It is important that the student gains a practical understanding of how a business operates and how they can contribute to its success. These skills will help the student function in an R&D business.  In this subsection, you will complete a professional development plan that covers skill development for the student. We will assess the information you provide against the following key question:   * Does the business have a credible plan for the professional development of the student, and what resource has the business committed towards this?   We expect the student to gain valuable technical R&D skills as well as “soft skills” such as communication; time management; collaboration etc. When writing the professional development plan, identify both the technical skills and soft skills that the student will experience.  **Provide the student mentor’s name, job title and a summary of their experience** |
| [Enter text here] |
| Professional development is enhanced when the student has a mentor. The student's mentor should be an experienced and knowledgeable employee (preferably not their supervisor) that can meet with the student on a regular basis. |
| **Professional Development Plan**  Enter your Professional Development Plan into the table provided within the online portal |
| |  |  |  | | --- | --- | --- | | **SKILL** | **PLAN** | **RESULT** | | What is the skill to be developed | How will the student develop this skill in your business? | What will the student be able to do with this skill? | | e.g. Technical writing | E.g. The student will work with business development managers and customers to develop technical marketing and evidence building of products in multiple markets. | E.g. The student will be able to produce academic publications, develop technical marketing collateral, and collaborate with customers to provide quality evidence that supports their commercialisation plans. | | e.g. Presentation and Communication | E.g. The student will participate in a presentation to senior management on their project and will create a short 5-minute video on their project at the end of the internship. | E.g. The student will be able to present and communicate confidently and effectively to secure buy in at senior level. | | e.g. Time management |  |  | | e.g. Problem solving |  |  | |
| **Benefit to the Business** |
| The aim is to understand what impact the student will have on your business’s overall skill, knowledge, and ability. Benefits for each business will be different, for example the student may bring new expertise that your company does not currently have; or the student may be filling a critical resource gap that your company has not been able to fill. We will assess the information you provide against the following key question:   * How will the involvement of the student within the business support the business’s internal capability development? |
| **How will your business benefit from employing the student under this R&D Career Grant?** |
| [Enter text here] |

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| **DECLARATION** |
| **This section is to provide you with the opportunity to read the declaration that you must agree to, upon submission of your Application.**  You agree that by submitting this application to Callaghan Innovation, you declare and acknowledge the following:   * I am authorised to submit the application on behalf of the applicant business. * The applicant is a legal entity capable of entering into a contract with Callaghan Innovation and adhering to all obligations as set out in the Funding Agreement. * The information in the application is true and correct. * Information received and generated by Callaghan Innovation in relation to this application may be released by Callaghan Innovation in accordance with Callaghan Innovation’s external reporting requirements or if required by law, including in accordance with the requirements of the Official Information Act 1982 (OIA) or the Privacy Act 2020 (PA). Any release under OIA or PA of confidential or sensitive information will be discussed with you first. * Consent to the disclosure of this application and all information relating to this application, to New Zealand Trade and Enterprises, Ministry of Business, Innovation and Employment, regional business partners of Callaghan Innovation for the purpose of improving the quality of shared customer engagement and service provision.   Accept  Reject |
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