New to R&D Grant
Stage 2- Application Form Example

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

SECTION 1: APPLICANT INFORMATION

1.1 Application Summary

Purpose of the New to R&D Grant

New to R&D Grants are intended to provide support to businesses that are new to R&D, to build capabilities to perform R&D on a systematic basis over the longer term.

We recommend that you read the following documents:

- The Ministerial Direction sets out the rules for the New to R&D Grant
- Example of the Funding Agreement
- Guidelines for Eligible Costs for New to R&D Grants

Investment area:	***New to R&D Grant***
Contracting organisation:	The contracting organisation ('business') is legally responsible for signing the New to R&D Grant Funding Agreement, should this application be successful. Please check the information before completing an application, as it can cause processing delays if applications are received under the wrong business name. **[Read-only field – Pre-populated]**
Postal and Courier addresses:	**[Read-only field – Pre-populated]**
New Zealand Business Number:	*NZBNs are unique identifiers allocated to NZ businesses to make it easier for business to interact with government and with each other. Each NZBN is a 13-digit Global Location Number (GLN) provided by GS1 New Zealand.* **[Read-only field – Pre-populated]**
Total R&D Costs:	Enter your eligible R&D costs (excl. GST) as calculated in the R&D Cost Template (Section 4.3) **$ GST exclusive** **Enter amount here** | **$ GST amount** **[Pre-populated - Calc]** | **$ GST inclusive** **[Pre-populated - Calc]**
R&D Title:	Use a brief title to describe your R&D that is not commercially sensitive. **If your Application is approved, application title, project title, business name, funding type and value will become public information.** **Enter text here**

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Proposed Start and End Dates:

Enter the proposed start and end dates for the R&D you intend to undertake, noting that the end date can't be more than 24 months after the start date. The 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 be not claimable.

Start Date	End Date
Enter date here	Enter date here

Provide ANZSIC Industry Code that best matches your business: *

ANZSIC is the Australian and New Zealand Standard Classification of Industries. These codes are published on the StatsNZ website. Select 'Industry - ANZSIC06V1.0' in the classification code finder.

Enter text here

1.2 Key Contacts

Provide details for the contact person.

The contact person is the person in your business we can discuss the New to R&D grant application with and who we will send all grant and contract related information to.
Information required: Name, company email address and phone number

Enter text here

1.3 Bank Account

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*. as noted in section 1.1)

Bank account name	Account	Email address	Pay to account	Bank account name
Enter text here				

Provide verification of the bank account information you have entered above:
This may be a scanned bank statement or screenshot from online banking. Check that the bank account name and detail can be clearly seen on the documentation provided.

Once you have selected your file to upload, click on SAVE (at the bottom of the screen), which will upload the document.

Upload document

1.4 Business Background

PREVIEW ONLY

a) Tell us about your business, including your core products, services and markets, or recent activity if you are a new business.

Watch our help video here.

Maximum 250 words, bullet points preferred.

Enter text here

b) You confirm that the business which is applying is the business that is undertaking the R&D.

Callaghan Innovation can only contract and pay the business that is undertaking the R&D.

☐ Confirmed

1.5 Additional Information

a) 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 Government, Callaghan Innovation or its R&D Grants Programme into disrepute?

This should include any actual or pending legal action against your business, major shareholders or directors.

Callaghan Innovation must be satisfied that providing an R&D grant to the business would not bring the reputation of Callaghan Innovation, the Government or the R&D grants programme into disrepute.

☐ Yes

☐ No

If yes, outline the issues:

Please keep it brief, bullet points preferred. Your Funding Engagement Specialist will discuss these issues with you.

Enter text here

b) Does your research involve using indigenous flora and fauna?

As a Crown Agency we are committed to upholding the Treaty of Waitangi partnership. It is recommended that engagement is made with Māori to discuss any commercialisation or other issues, related with using indigenous flora and fauna.

If you need support to engage with Māori, please contact your Funding Engagement Specialist, to connect you with our Māori Economy Team.

☐ Yes

☐ No

EXAMPLE ONLY

If yes, tell us about your engagement with local Iwi:

Maximum 250 words, bullet points preferred.

Enter text here

1.6 Financial Information Table

Enter information for the last three financial years, including total R&D spend and staffing levels (NZ$ excl. GST).

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.

Please update these figures using information from your most recent financial statements.
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

SECTION 2: STAGE 1 – ELIGIBILITY DECLARATION (Pre-populated)

2.1 Eligibility

This section has already been completed and has been pre-populated from your Stage 1 submission (referred to as a Registration in the online portal (IMS). Please review to ensure that you continue to meet each of the eligibility criteria below.

For the purposes of completing questions 4-7, please note that the word "Group" refers to a corporate group where this business is part of a group of businesses OR is under the control of common shareholder/s (e.g. parent/subsidiary companies, sister companies)

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Note: Question 9 - Financial documentation has not been included, however previously uploaded documents can be retrieved from your Stage 1 submission.

1) You confirm that your business is an eligible business entity:

Only businesses that are operating and incorporated in New Zealand are eligible to receive the New to R&D Grant. Please see the guidance on our website for more information about eligibility.

To be eligible for the New to R&D Grant, businesses must be one of the entities listed, select one box from the list below:

- ☐ A Company incorporated and registered in New Zealand under the Companies Act 1993
- ☐ A Limited Partnership registered under the Limited Partnerships Act 2008.
- ☐ A Māori Incorporation or a Trust established under Te Ture Whenua Māori Act 1993 or a similar organisation managing Māori assets under multiple ownership.

2) You confirm that you are not an entity that is 50% or more owned or controlled by one or more of the entities listed in the bullet points below:

Government shareholding may affect your eligibility. Please see the Ministerial Direction for more information about eligibility.

- Local authority
- Government department or agency
- State Owned Enterprise
- Schedule 4A Company
- Local and regional promotional body
- Crown Entity
- Crown Research Institute (CRI)
- Tertiary Education Organisation (TEO) including foreign-owned TEO; or
- a company that was incorporated in another country but 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 confirm that we are NOT an ineligible entity type

3) You confirm your business is new to R&D and has not spent more than $50k in total R&D over the last three financial years?

☐ Confirmed

4) You confirm your business has not received R&D funding (any grant or loan) from Callaghan Innovation or any other government agency on or since 1 July 2019

Unless you have only received funding through a Getting Started Grant, in which case you are eligible to apply and can tick the 'Confirmed' box.

☐ Confirmed

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5) You confirm your business is not associated with another business whose R&D capability it can draw upon.

Refer to the Grouping guidance for further guidance on what we mean by being 'associated with another business'.

Please talk to your Funding Engagement Specialist if you have any questions on this requirement.

☐ Confirmed

6) You confirm that your business intends to conduct R&D in the future

New to R&D Grants are intended to provide support to businesses that are new to R&D, to build capabilities to perform R&D on a systematic basis over the longer term. This grant is not to fund one off R&D projects.

☐ Confirmed

7) You declare your business is solvent and can pay its debts as they fall due:

☐ Confirmed

8) You confirm your business (or "Group") has the financial resources to fund the business's share of the total eligible R&D costs as well as the other business expenses forecast for the duration of the New to R&D Grant:

In confirming this point, you must be confident that the business (or group) has the financial capacity to support its normal business running costs and provide the difference between the grant funding and the R&D costs.

☐ Confirmed

SECTION 3: R&D CAPABILITY

3.1 Long Term R&D Intentions

The main purpose of this grant is to assist businesses that are new to R&D, to build their R&D capability and become established R&D performers. This grant is not intended for one-off R&D projects.

a) Provide a brief, high-level overview of your future R&D plans beyond the R&D within this application.

Watch our help video here.

EXAMPLE ONLY

Maximum of 250 words, bullet points preferred.

Enter text here

3.2 R&D Capability Development

The next three sections of the application relate to understanding your business's CURRENT R&D capability and your intent to develop the R&D capabilities (which are referred to as "Set-Up costs" in the Ministerial Direction)

There are three steps to complete related to R&D capability development and we recommend that you involve your broader R&D team when assessing your current capabilities.

Step One: Confirm that you will be developing R&D capability as part of this New to R&D grant

Step Two: Read about eligible R&D Capability development activities in Section 3.3 below

Step Three: Reflect on and complete the self-assessment of your CURRENT R&D capabilities in Section 3.4 below.

a) By applying for this New to R&D Grant, you confirm that you understand you will be required to complete a Capability Development Plan and will be developing R&D capability in your business.

☐ Confirmed

3.3 R&D Capability Development Activity Descriptions

Please carefully read the descriptions of eligible R&D Capability Development Activities (referred to in the Ministerial Direction as "Set-Up costs") that we have grouped into 7 different R&D capability development activity type

1. Intellectual Property Capability

Developing capability in this area will help you understand the strategic and ongoing cost implications of patent protection and the impact on your commercial goals, ensuring you have the freedom to operate in your intended markets and understand the potential value and scope of the intangible value you will generate. Learn how to use that knowledge to establish an Intellectual Property (IP) strategy that will ensure you protect your intellectual assets while maximising your commercial value.

Did you know that intangible assets can represent up to 80% of your business' value?

As part of your IP Strategy, it is important to understand the markets you intend to enter as early as possible. This ensures freedom to operate and to manage the cost of IP protection which can become expensive and possibly unsustainable if too many international markets are protected at the outset. The downside is that by applying for IP protection, you have published your unique intellectual property, and

SAMPLE ONLY

in those markets, you haven't protected, there is nothing stopping competitors from using it. This is why it is important to understand both your intellectual property and intangible assets in terms of not only protection, but also your strategic use of them to maximise your commercial opportunities.

Key activities can include:

- Freedom to operate in your intended markets
- Developing commercial and employment contracts
- Establishing collaborator and partner relationships
- Managing supplier relationships
- Protecting brands and trademarks
- Licensing IP
- Establishing an IP strategy that supports your business strategy

Potential risks of not addressing IP issues include:

- You cannot operate in a market you were relying on
- Your IP is not secure
- Your product is superseded by a similar and cheaper competitor
- Someone else gains the rights to your design
- You need to make expensive changes to your product, packaging or sales approach to bypass competitive trademark or brand protection
- You encounter prohibitively high costs by registering IP in too many markets

Note: Callaghan Innovation will only co-fund or fund Freedom to Operate (FTO)/Patent Attorney work that is provided by a registered trans-Tasman Patent Attorney.

2. Regulatory and Compliance Capability

Developing capability in this area will help you to better understand the regulatory market landscape early in your research and development (R&D)/product development and how that will inform your R&D activities and final product. Regulatory compliance is likely to impact and potentially pivot your R&D. Not considering regulation and compliance early in your R&D process risks incurring time delays and cost overruns that could result in market failure.

Do you know all the regulatory and compliance requirements for each market you intend to enter, and the associated costs and times for approvals?

Different markets have different requirements, so it's important to do your due diligence and draw on in-market expertise and knowledge. Having clear information will help ensure you have adequate time and budget to launch successfully. It is important to consider regulatory requirements as early as possible in your R&D project. This ensures you avoid costly loop backs as a result of regulatory hurdles and roadblocks that could appear late in development.

The regulatory landscape is a complex, dynamic and challenging area that is very market, sector and product specific, and is a critical capability that businesses need to master. Understanding the legal and regulatory framework in each export market is especially important given there is no harmonisation in regulation across markets. It's important to get advice and support to meet the rules and regulations in relevant markets.

Key activities can include:

- Identifying your intended geographic market(s)

- Learning by doing, through engaging a relevant regulatory expert to help with:
    - Identifying the regulatory bodies/authorities in those markets
    - Understanding each authority's regulatory/compliance standards for your intended new product
    - Understanding each authority's R&D regulatory/compliance requirements for new R&D certification
    - Establishing mandated processes, systems and reporting
    - Obtaining relevant accreditation/certification
    - Attending relevant conferences and symposiums.

Potential risks of not addressing regulatory issues include:

- Your product can't be sold in a particular market
- Your product results in legal action against you
- You need to retrospectively meet compliance standards
- Your R&D process doesn't meet mandated regulations, resulting in costly time delays and rework

3. Project Management Capability

Developing capability in this area will help you plan, prioritise and manage the tasks required to complete your project within the agreed deadlines and budgets. R&D project management is more complex due to the uncertainties associated with R&D projects which make it harder to plan budgets, resources and schedules.
Building project management skills will help you understand the complexity, uncertainty and critical risks associated with your R&D project environment. Your project requirements, including resource requirements, capacity and budgets, may evolve as the project progresses, and your business must be agile and flexible to adapt to those changes.

Key activities can include:

- Budget management to keep the project within budget
- Resource management to ensure that you allocate resources in a way that maximises their utilisation and minimises wastage.
- Communications management to identify your key stakeholders and keep them informed.
- Roadmaps to help you visualise the tasks you need to complete throughout the project life cycle.
- Periodic reviews to monitor the progress of your project periodically against customer input, available resources and schedules.
- Documentation of knowledge including project progress; budget, resource or schedule changes and why you made those changes, customer feedback and communication to key stakeholders.
- Risk management to identify risks and put a risk elimination or mitigation plan in place.

Potential risks of not applying project management skills:

- Budget overruns or insufficient funds to deliver the entire project
- Resources are not utilised efficiently
- Miscommunication or information voids that could jeopardise the success of the project
- Late delivery, insufficient resources and other unforeseen consequences
- Lost knowledge due to poor documentation

- Lack of proper planning can lead to the failure of the project.

4. Lean R&D Best Practice

Developing capability in this area will help you maintain momentum as you accommodate changes in direction that may be discovered and learn new information and knowledge through your research activities. Lean creates a culture of continuous improvement that helps businesses to improve workflow, create certainty in the face of research uncertainties, keep waste and costs down, and bring focus to customer value-adding activities.

Lean is a way of thinking about creating needed value with fewer resources and less waste. It is a practice of continuous experimentation to maximise flow and minimise waste.

R&D projects often go through a rigorous management approval process, require continuous customer and technical testing, and need input from several functions in your organisation (such as operations, sales, marketing etc.) before they are ready for market. These characteristics cause waste and bottlenecks in the process.

Lean production is difficult to apply to R&D in detail. There are too many iterations in the design and development phases, and at the on-set of the design project, you may not be sure what the solution will be. To apply Lean thinking in R&D, you first need to understand the concept and principles and then learn to see where waste exists, and work to eliminate it.

Key activities can include:
- Identifying customer value-adding activities
- Identifying process inefficiencies
- Improving planning, staff engagement, customer value, and research flow
- Creating a continuous culture of improvement.

Potential risks of not deploying Lean thinking and methodologies include:
- Negatively impacting commercial success by not optimising customer value
- Increased research time resulting in cost overruns
- Excessive rework
- Slow management decision making.
- Creating products that customers don't need or are not willing to pay for
- Losing knowledge can add cost and slow R&D delivery

5. R&D Information Management Capability

Developing capability in this area will help you better understand how to increase your research information's efficiency and effectiveness through R&D Information Management. Storing your research data centrally and linking it to other internal systems will help you generate valuable insights, make more

informed decisions, and maximise resource utilisation. Having a solid Information Management System can also keep your data safe. Disconnected systems can make it difficult for you to get a clear picture of what is happening and may lead to missed opportunities in the future.

R&D information management is the aggregation, curation, and utilisation of information about research.[1]

Different sectors will have different data and systems, so it's essential to do your due diligence and draw on in-market expertise and knowledge.

Key things to consider when choosing an information management system:

- How is my data collected and organised?
  The research data should be collected and stored in a way that makes it easy to draw valuable insights. The tool you choose should support continuous automated capture of research output from multiple sources.
- Does it integrate with other systems?
  The tool should integrate seamlessly with other internal systems you may have.
- Does the system protect the data privacy of users and the organisation?
  The system should have robust and flexible privacy settings.

Key activities can include:

- Centralised research output collection and curation to ensure people can access the data at the right time.
- You can report insight and trend tracking across research metrics and progress toward broader strategic goals.

Potential risks of not addressing information management issues include:

- Disconnected data sources with different identifiers may lead to complicated research management, slow decision-making or missed opportunities.
- When critical information is held by individuals and not stored centrally, essential information is lost when the individual leaves the organisation.
- Security breaches and data losses can lead to financial or other consequences.

[1] According to OCLC

6. Customer Input into R&D

Developing capability in this area will help you to clearly understand your target customers and develop a vision of the customer problem your products and services will solve. Doing this early in your R&D/product development will give you greater confidence in the direction your R&D should take. To achieve this, you need to understand how to obtain and use customer insights to best inform your R&D activities.

Obtaining customer input is central to new product development, and complements business data, as well as other considerations such as regulatory, competitor, environmental and market analysis which all contribute to effective, balanced decision making. Conducting customer research and analysis is a critical capability that requires the right mindsets and mastery of specific skills to be robust.

If your focus is too narrow, you may miss an opportunity to create new value in the market. You may need to explore the needs of different target audiences - including the people who will use your product; those involved in delivering your product to market; those actually buying your product; and the people who are impacted by it. The insights you generate on what's at the core of the problem

you're solving, and the value your products and services provide, will assist you downstream with your sales and marketing effectiveness.

Do you know the biggest problems faced by your customers and the opportunities to add value to customers in the target market you intend to enter?

Beyond traditional surveys and market segmentation methods, a range of research approaches can be used to obtain useful customer input, which often dig deeper than traditional market research methods can. Often referred to as 'design research' or 'ethnographic research', these approaches can help to uncover a person's behaviours, their reasons for doing what they do, and the factors that influence decision making. As your product/service begins to take shape, you also need to use appropriate research approaches to evaluate how well your proposed products and services address the wider market needs.

Key activities can include:

- Learning how to identify your intended geographic market(s) and target groups of customers who you can solve a need for
- Learning about sample selection and empathy-based research and analysis methods that can help you unlock unique, untapped insights
- Identify and engage a relevant training provider or coach to help you:
    - Understand the different types of research and how to select the right approaches for your specific business challenges
    - Upskill team members on research planning and fieldwork to gather data, including interviewing, observation, and concept testing
    - Upskill team members on analysis of research findings to generate insights; frame opportunities and evaluate ideas for solutions
    - Establish repeatable research and analysis processes in your business

Potential risks of not understanding your customer needs include:

- Relying on second-hand insights and assumptions about customers from other parties such as distributors which can limit your innovation potential
- Your product and service offering tries to be too many things to too many people and you lack the focus you need to attain market cut-through. As a result, your product underperforms in a particular market
- Product development effort is wasted if the product does not adequately address customer needs
- You incur additional costs to retrospectively redesign, simplify or pivot your research/product to better meet market needs

7. Understanding the R&D Tax Incentive Scheme (RDTI)

Developing capability in this area will help you to better understand the requirements to apply for the R&D Tax Incentive (RDTI). Depending on the legal structure of your business, there may be certain conditions you need to meet to be eligible. There are also requirements around where and how you conduct your business, where your R&D is carried out, how much you invest in R&D, and who has ownership rights of your R&D. The RDTI is about encouraging R&D that pushes beyond existing scientific and technological barriers and does this in a way that's both systematic and with a specific goal in mind. R&D can mean different things in different contexts. For example, the business, accounting, and scientific worlds all have different definitions of what R&D means that are specific to those sectors.

Understanding each criterion is important to ensure your business can satisfy the compliance requirements for the tax incentive scheme.

Do you know the eligibility criteria and record keeping requirements to apply for the RDTI in a given financial year?

To be eligible for the RDTI, you must be doing more than just developing a new product, service, or knowledge. You must be trying to overcome a particular scientific or technological problem that you're not even sure can be resolved. The RDTI calls this "scientific or technological uncertainty" and being able to identify and describe it is the basis on which RDTI eligibility rests. It is important to start defining your R&D as early as possible, in terms that satisfy such an eligibility criterion.

You can also include various types of expenditure as part of your RDTI claim. There are, however, some restrictions on expenditure that occurs in certain contexts, and there's a list of specific types of expenditure that are ineligible. The main cost businesses usually claim for is the cost of paying people to carry out R&D. As a guide, roughly 70% of a tax credit generally reflects employee costs. The other costs you can claim include depreciation and goods and services used to conduct R&D. This may change depending on the type of R&D you are conducting so it is important to track and monitor associated costs at appropriate intervals.

Key activities can include:

- Understanding if your business is eligible (entity eligibility rules)
- Learn by doing, through engaging a relevant expert to help with:
    - Identifying appropriate R&D activities
    - Understanding and identifying eligible and ineligible types of expenditure
    - Understanding the importance of recordkeeping for both R&D and expenditure tracking.

Potential risks of not understanding eligibility and record keeping for RDTI include:

- You don't get the full benefit that the RDTI can offer your business
- You short change your R&D investment pool.

a) Confirm that you have read and understood the R&D Capability Development Activity Descriptions

☐ Confirmed

3.3 R&D Capability Self-Assessment

The following R&D Capability Self-Assessment is a tool to help you better understand the R&D capability areas that your organisation could benefit from investing development time and resources.

We will use this information to recommend possible R&D capability development activities that you might find helpful in developing your long-term R&D capabilities.

With your colleagues, please reflect on your organisation's CURRENT R&D capability in each of the 7 R&D capability building activity areas described above. Then complete the self-assessment by scoring the overall CURRENT R&D capability of your organisation from **No Capability to 10 (Completely Capable).**

1) Intellectual Property Capability

Select from the dropdown options

2) Regulatory & Compliance Capability

Select from the dropdown options

3) Project Management Capability

Select from the dropdown options

4) Lean R&D Best Practice

Select from the dropdown options

5) R&D Information Management Capability

Select from the dropdown options

6) Customer Input into R&D

Select from the dropdown options

7) Understanding R&D Tax Incentive

Select from the dropdown options

Overall R&D Capability

Select from the dropdown options

EXAM

SECTION 4: RESEARCH & DEVELOPMENT (R&D)

4.1 R&D Activity

a) Describe your planned R&D activities.

Watch our help video here.

Maximum of 250 words, bullet points preferred.

Enter text here

b) What would it mean to your business if it could solve the scientific or technical challenges your R&D activities are seeking to solve.

Watch our help video here.

Maximum of 250 words, bullet points preferred.

Enter text here

4.2 R&D Eligibility

Refer to the guidance to assist with answering the following questions.

For the Uncertainty Test it is helpful if you think of scientific or technological uncertainty as the problem or challenge (of a scientific/technological nature) that you are trying to overcome.

For the Newness Test it is important to focus on demonstrating that the purpose of the R&D activity is to create new knowledge or new or improved processes, services or goods.

a) Uncertainty Test: Uncertainty

We want to know what the problem is that you are trying to solve. Specifically, what is it in your problem that is causing you to undertake your R&D? What is the hard part? What are you trying to achieve that you haven't been able to achieve before?

WHAT is the specific scientific or technological uncertainty that you face?

Watch our help video here.

Maximum of 250 words, bullet points preferred.

Enter text here

b) Uncertainty Test: R&D Challenge

We want to understand why your problem is challenging. Why is the specific scientific or technological uncertainty that you are seeking to resolve not deducible? Why will you need to undertake an investigation or run experiments to resolve it?

EXAMPLE ONLY

WHY is your scientific or technological challenge difficult to achieve for a professional?

Watch our help video here.

Maximum of 250 words, bullet points preferred

Enter text here

c) Uncertainty Test: Knowledge Availability

We want to understand whether the specific scientific or technological uncertainty that you are seeking to resolve has already been fully or partly resolved and whether that knowledge is publicly available. Describe your understanding of others' work in this field and if the knowledge is not publicly available, explain why that is the case.

What other solutions are you aware of that achieve a similar outcome to that which you are seeking to resolve and are those solutions, either inside or outside your industry, available to you? If it is not available to you, explain why not.

Watch our help video here.

Maximum of 250 words, bullet points preferred.

Enter text here

d) Newness Test: What is New?

The Newness Test is about identifying what is new about the proposed solution to your scientific/ technological uncertainty. We recognise the present activity may be the first step towards this goal.

What new knowledge or new or improved processes, services or goods are you seeking to generate from your R&D?

Watch our help video here.

Maximum of 250 words, bullet points preferred.

Enter text here

e) Newness Test: Why is it Better?

We want to know why your new knowledge, or new or improved processes, services or goods are better than the pre-existing knowledge or processes, services or goods. Describe why it is better and why that is important to your customers and your business.

Why is your new knowledge or new or improved processes, services, or goods an improvement on what is currently available?

Watch our help video here.

Maximum of 250 words, bullet points preferred.

Enter text here

EXAMPLE ONLY

4.3 R&D Costs

a) Prepare your R&D costs using the template below.

For information on eligible costs refer to the Eligible Costs for New to R&D Grants document on the Callaghan Innovation website.

NOTE: You may be asked for quotes as evidence to support substantial individual costs

R&D Cost Template
(This template is only available after you have created your application within the online portal (IMS)

Upload your R&D Cost Template in Excel format

b) Are you proposing to use overseas labour resources?

- ☐ Yes
- ☐ No

If yes, provide technical and cost details. Explain how you know this expertise is not available in New Zealand and how these knowledge/skills will be transferred to your business.

Please note that any R&D undertaken outside of New Zealand is not eligible for co-funding, except in limited cases where Callaghan Innovation expressly permits it

Maximum 250 words, bullet points preferred.

Enter text here

4.4 R&D Plan

Prepare a high-level R&D Plan, the plan is represented by a series of Objectives.

Limit your Objectives to a maximum of 4.

The eligible costs for these Objectives will be included in the Objective Costing tab of the Cost Template in Section 4.3 and **must be labelled with the same Objective Title**

Each Objective must include:

- An Objective Title
- Start and End Date
- Deliverable (a brief description of the desired outcome you aim to achieve by successfully completing the Objective)

EXAMPLE ONLY

Watch our help video here.

Objective	Short Title	Start Date	End Date	Deliverable
1	Enter text	Enter date	Enter date	Enter text
2	Enter text	Enter date	Enter date	Enter text
3	Enter text	Enter date	Enter date	Enter text
4	Enter text	Enter date	Enter date	Enter text

EXAMPLE ONLY

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:

- You are authorised to submit the application on behalf of the applicant;
- 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 1993 (PA). Any release under OIA or PA of confidential or sensitive information will be discussed with you first.
- You 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, Callaghan Innovation, Inland Revenue, StatsNZ and other government departments or agencies for the purpose of achieving wider government policy objectives.

To submit your application, click the 'Submit to IMS' button in the 'Print and submit' section.

Note: The application must be submitted by your business's 'super user'
(If you do not hold this role, you will not see the "Submit to IMS" button)

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