

R&D Loan Year One Progress Report Template

These guidelines are intended to help you prepare your Year One Progress Report. You can determine what information you will be required to provide in the online application portal. **When you are ready to report after 30 June 2021 but before 31 July 2021, cut and paste the information into the online application portal under the relevant sections – please do not submit or upload this document.**

If you have any queries please contact your Callaghan Innovation account manager or phone us on 0800 4 CALLAGHAN

SECTION 1: R&D LOAN PROGRESS REPORT (YEAR ONE)

1.1 Report Details

ContractID:	[Read-only field – Pre-populated]
Report Type:	Please select “Year One Progress Report”
Report Start Date:	Start Date is 1 July 2020 Enter date
Report End Date:	End Date is 30 June 2021 Enter date

1.2 Expenditure of R&D Loan Funding

a) How did you spend your R&D Loan funds for the 12-month period to 30 June 2021 across the following categories?

The R&D Loan funding must have been spent on eligible R&D costs **as stated in your approved R&D Loan Application.**

You must retain documentation within your business for the expenditure (i.e. invoices and pay slips) for audit purposes.

Please note that the total spend should be greater than or equal to the loan amount received (if not, repayment may be required).

R&D Internal Labour	R&D External Labour	R&D Materials & Consumables	Capital Items	Depreciation	Total of R&D Loan expenditure
\$ Enter text here	\$ Enter text here	\$ Enter text here	\$ Enter text here	\$ Enter text here	[Read only field – calculated]

b) Please provide a Confirmation from your Directors that the funds were spent on eligible R&D as stated in the table above.

Please download the template for the Confirmation from Directors

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

Upload document

1.3 Other R&D Support

a) Did you apply for the R&D Tax Incentive (RDTI) over the period to 30 June 2021?

- Yes
- No

b) Did you receive any other support for your R&D through another government department or agency over the period to 30 June 2021?

- Yes
- No

If yes, what was the support, from which agency and the value of this support?

Enter text here

1.4 R&D Impact

a) What impact did the R&D Loan have on your planned R&D. Please select as many as apply.

- The R&D would not have been performed without the R&D Loan
- The R&D Loan enabled the R&D efforts to continue post-COVID where we would otherwise have stopped or decreased R&D spend
- The R&D Loan enabled us to increase our R&D activities
- The R&D Loan enabled the R&D to be started sooner
- The R&D Loan enabled the R&D to be completed in less time
- The R&D Loan enabled the R&D to be completed to a higher standard
- The R&D Loan enabled us to move into new R&D projects that would otherwise not have happened
- The R&D Loan enabled us to access or hold onto experts and staff for longer
- The R&D Loan enabled us to employ more staff
- The R&D Loan had no positive impact on the performance, speed or quality of the R&D

To what extent do you agree or disagree with the following statement?

The R&D Loan contributed to my organisation being able to undertake the activities described above.

- Strongly agree
- Somewhat agree
- Neither disagree or agree
- Somewhat disagree
- Strongly disagree

b) During the last year, did your organisation implement or introduce any of the following as a result of the R&D loan funding?

Please note the following when answering:

- **Goods or services** - please don't include the selling of new goods or services wholly produced and developed by other organisations
- **Operational processes** - i.e. methods of producing or distributing goods or services
- **Organisational or managerial processes** - i.e. significant changes in your organisation's strategies, structures or routines
- **Marketing methods** - please only include those intended to increase the appeal of goods or services for specific market segments OR to gain entry into new markets

- New goods or services
- New operational processes
- New organisational or managerial processes
- New marketing methods
- New patented technology or innovations
- Other innovations
- None of the above

c) Please provide a list of all products and services that you have developed as a direct result of this R&D loan funding.

Enter text here

d) What was the impact on your revenue?

- Increased revenue
- Maintained revenue
- Revenue reduced

If revenue reduced – why was that?

Enter text here

1.5 R&D Results

a) Please describe the outcomes from the R&D activities that you undertook using the R&D Loan funds (referring to objectives as stated in your application).

Enter text here

b) Did you successfully complete and achieve all R&D deliverables over the period of loan spend, as described in your R&D Loan application?

- Yes
- No

If you answered 'no', to the question above, please identify the work that you were not able to complete and explain the reasons for this

Enter text here

1.6 COVID-19 Impact

a) Is COVID-19 still having an impact on your business?

Please tick all that apply.

- Drop in revenue
- Constrained cashflow
- Closure or slowing of national markets
- Closure or slowing of international markets
- Closure or slowing of national supply chains
- Closure or slowing of international supply chains
- Limited or no access to staff or expert support to do the work
- Limited or no access to international experts/talent
- Having to let staff go or reduce their pay
- Investor funding has been affected and uncertain
- Delay in our ability to launch our product/service to market
- Inability to travel internationally
- Uncertainty in general
- Other (specify)
- None – we have not had any negative impact on our business

If 'Other', please specify

Enter text here

b) What is the biggest concern in relation to your R&D programme that you have at the moment?

Enter text here

c) Which of the following statements best describes your view of the opportunities available to your business in the next 12 months?

- We are clearly positioned to solve a problem in our markets and sectors of interest
- With a little more clarity we think there is an opportunity for us to pivot or solve a problem within our markets and sectors of interest or beyond
- We don't necessarily see new opportunities or problems to solve, but we are looking to refocus our business
- Our markets or sectors are unsettled with major change that we are not sure how to respond to immediately
- We are in a tough position right now, it is getting hard to survive in our markets or sectors of interest

d) Looking at the financial situation, how would you describe your cashflow runway?

By cashflow runway, we mean the amount of time you have before you run out of money to pay the bills.

- Optimisation and speed to market is more of a priority than cash
 - More cash would help but short-term clarity is more desirable
 - Comfortable at this stage
 - Actively seeking new investment
 - Very short runway, reliant on existing shareholders, support from Govt. etc
 - Run out or nearly gone
-

EXAMPLE

1.7 Financial Information

a) Please enter the latest financial year end information from your finalised year end accounts (\$NZD excl GST)

If the table below has pre-populated from information held within our systems, you only need to ensure that the information in the table contains your most recently available finalised year end information.

If your 2021 year end accounts are not yet finalised, please ensure that 2020 information has been provided. Please do not provide management figures for 2021.

Financial Year	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 text here							

b) R&D Expenditure

Actual R&D spend for the period 1 July 2020 to 30 June 2021:

\$ Enter text here

Forecast R&D spend for the period 1 July 2021 to 30 June 2022:

\$ Enter text here

1.8 Capital Raising

a) Did you intend to raise capital during the past 12 months?

- Yes
- No

If yes, were you successful?

- Yes, we raised what we were intending to raise
- Yes partially successful
- Currently in the process
- No, we haven't been able to raise capital

If yes, please provide details of your capital raising activities.

What did you do to raise capital?
If partially or not successful, explain why?

Enter text here

1.9 Loan Forecasting

When do you anticipate fully repaying the loan?

This information is being used for forecasting purposes only, it does not represent a commitment to pay off the loan by the date selected.

To recap:

- The loans will be charged interest at 3% from the date of the drawdown of the loan, however interest will be waived if the loan is repaid in full within the first year (12m from the date of drawdown)
- Repayment instalments are not compulsory for the first three years, however business may repay sooner if they wish. The maximum loan period is 10 years.

- 2021
- 2022
- 2023
- 2024
- 2025
- 2026
- 2027
- 2028
- 2029
- 2030
- Full amount has already been repaid

SECTION 2: SURVEY

2.1 R&D Loan Perception

a) How satisfied were you with the scheme?

Dropdown list provided with the following values:

- 0 – Not satisfied at all
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10 – Highly satisfied

If 0-6: Thank you for that rating. Can you please tell us what we could have done differently?

Please be open and frank so we understand clearly what to work on.

Enter text here

If 7-8: Thank you for that rating. Our aim is to get a 9 or 10 from our customers. Could you please tell us what we could have done differently to get a better rating?

Please be open and frank so we understand clearly what to work on.

Enter text here

If 9-10: Thank you for that rating. Could you please tell us anything we could improve, or what we could do to ensure you keep having a great experience?

Please be open and frank so we understand clearly what to work on.

Enter text here

b) Do you think Loans should be a part of Callaghan Innovation's R&D support offerings?

- Yes
- No

DECLARATION

This section is to provide you with the opportunity to read the declaration that you must agree to, upon submission of your report.

You agree that by submitting this report to Callaghan Innovation, you declare and acknowledge the following:

- I am authorised to submit the report on behalf of the contracting business;
- The information in the report is true and correct;
- Information received and generated by Callaghan Innovation in relation to this client report 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 report and all information relating to this client report, to New Zealand Trade and Enterprises, Ministry of Business, Innovation and Employment, Inland Revenue and regional business partners of Callaghan Innovation, for the purpose of improving the quality of shared customer engagement and service provision.

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