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| R&D Career Grant  Application Guidelines & Template  These guidelines, together with the information available on our [website](https://www.callaghaninnovation.govt.nz/products/fund/r-and-d-career-grants/), are intended to help you determine your eligibility to apply for the R&D Career Grant and to understand what information you are required to provide in the online application form.  If you are new to Callaghan Innovation, please visit our [website](https://www.callaghaninnovation.govt.nz/products/fund/r-and-d-career-grants/) and contact the [Customer Support](https://www.callaghaninnovation.govt.nz/contact/customer-support/) team to discuss the grant and your eligibility, and to arrange access to the online portal if you are ready to start your application.  **When you are ready to apply, cut and paste the information into the online application portal under the relevant sections – please do not submit or upload this form.** |

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| **general information** |
| Application Checklist |
| **Purpose of R&D Student Grants**  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](https://gazette.govt.nz/notice/id/2023-go2644) 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. |
| **Have you started your application and need help?**  For further information, please visit our [website](https://www.callaghaninnovation.govt.nz/products/fund/r-and-d-career-grants/) or contact your Funding Engagement Specialist who will email you to introduce themselves.  For technical difficulties relating to the online portal, please contact us at [fcmoperations@callaghaninnovation.govt.nz](mailto:fcmoperations@callaghaninnovation.govt.nz) |
| **Application Checklist**  Before you begin your Career Grant application, complete the checklist 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 Section 1.5 Business Eligibility or the [website](https://www.callaghaninnovation.govt.nz/products/fund/r-and-d-career-grants/#TabbedContentBlock_395)). | | 🗹 | You have access to your business’s financial information (refer to Section 2.2 Financial Statements) | | 🗹 | 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 (refer to Section 3.1 Student Eligibility) | | 🗹 | 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.  Documents to refer to as you work through the Application:   * The [Ministerial Direction](https://gazette.govt.nz/notice/id/2023-go2644) sets out the rules for Business R&D Grants * Example of the [Funding Agreement](https://www.callaghaninnovation.govt.nz/assets/documents/career-grant-guidelines-funding-agreement.pdf) for R&D Career Grants * [Number of Students Grants per Business Guide](https://www.callaghaninnovation.govt.nz/sites/all/files/experience-grant-annual-quota-guide.pdf) * [A Guide to help define Research and Development (R&D) in your grant application](https://www.callaghaninnovation.govt.nz/sites/all/files/grants-describing-your-rd-in-your-grant-application_0.pdf) | |

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| **Section 1: Applicant Information** | | |
| 1.1 Application Details | | |
| 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. * The student must work on site within your business (e.g. not at a university lab or remotely) and participate in the project as set out in the application. * You **will be required to provide copies of payslips** at the time of claiming. | | |
| **Investment area:** | | **R&D Career Grant** |
| **Contracting**  **organisation:** | The contracting organisation (‘business’) employs the student, signs the funding agreement, and invoices for claiming the funding (should this application be successful). Please check the contracting information before completing an application, as it can cause processing delays if applications are received under the wrong business name.  The address information shown below is not editable by the business. Email [FCMOperations@callaghaninnovation.govt.nz](mailto:FCMOperations@callaghaninnovation.govt.nz) to advise of any changes. | |
|  | | **[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]** |

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| **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 $35,000 (GST exclusive)   Enter the total funding you are requesting below – (up to the maximum amounts above) | | |
| **$ GST exclusive**  **Enter amount here** | **$ GST amount**  **[Pre-populated - Calc]** | **$ GST inclusive**  **[Pre-populated - Calc]** |

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| **Application Title:** | Use a brief title 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** |
| **Identify the student’s degree:** | R&D Career Grants are restricted to students with Masters and PhD degrees. |
| **[Select from dropdown list]** |

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| **Proposed Start and End Dates** | Please enter the proposed start and end dates for the R&D Career grant project which **cannot be prior to the date you submitted this application within the online portal.** 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**  **Enter date here** | **End Date**  **Enter date here** |

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| **How many R&D FTE (Full time equivalent employees) are currently employed in your business?**  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. Please refer to the [Number of Student Grants per Business Guide](https://www.callaghaninnovation.govt.nz/sites/all/files/experience-grant-annual-quota-guide.pdf). |
| **Enter text here** |

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| **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 [Statistics New Zealand website](http://aria.stats.govt.nz/aria/#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/CARS5587). Select ‘Industry - ANZSIC06V1.0’ in the classification code finder. |
| **Enter text here** |

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| 1.2 Key People |
| **Provide details for the contact person and Masters/PhD student:**  The contact person is the person in your business we can discuss the grant with and who we will send all grant and contract related information to.  *Information required:*  *Contact person = Name, business email address and phone number*  *Student = Name, University where the student studied (in the organisation field), email address and phone number* |
| **Enter text here** |
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| 1.3 Bank Account |
| **Check or provide your business’s bank account information in the table below. The bank account must be in the name of the applicant (*contracting organisation*. as noted in section 1.1)**  **The bank account provided must be with a registered New Zealand bank and in the name of the applicant.**  The table will automatically fill with the details we hold if you have previously had a R&D grant with us.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Bank account name** | **Account** | **Email address** | **Pay to account** | **Bank account name** | | Enter text here |  |  |  |  |     **If you are providing your bank account details for the first time or have made changes, please 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. |

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| **Upload document** |

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| 1.4 Compliance |
| **Callaghan Innovation must ensure students funded through our grants programme will be working in a safe environment.**  Read our [Health and Safety Guidelines](https://www.callaghaninnovation.govt.nz/assets/documents/guidelines-health-and-safety-student-grants.docx) to understand your role and responsibilities for engaging a student. By ticking the boxes below, you confirm that you understand and can meet your obligations under the Act.  **a) Does your business comply with the Health & Safety at Work Act 2015?**  We understand our health and safety obligations, have procedures and systems in place to meet those obligations and will carry out the work safely.  Yes |
| **b) 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.**  We understand our health and safety obligations, have procedures and systems in place to meet those obligations and will carry out the work safely.  Yes |

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| 1.5 Business Eligibility |
| **a) Identify which eligible entity best describes your business?**  To be eligible for R&D Grants, businesses must be one of the entities listed below. Please see the [Ministerial Direction](https://gazette.govt.nz/notice/id/2023-go2644) on our website for more information about eligibility.  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 in New Zealand under the Limited Partnerships Act 2008 that is not controlled by the government or one or more government agencies  A Māori Trust or incorporation established under Te Ture Whenua Māori Act 1993, or a similar organisation managing Māori assets under multiple ownership |
| **b) Please 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 Institutes (CRIs) * Tertiary Education Organisations (TEOs) including foreign-owned TEOs * Entities that are controlled by any of the above * Callaghan Innovation * Sole traders * Charitable trusts * Partnerships * 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 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 are not an entity type as listed above** |
| **c) 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.  Yes  No  **If yes, outline the issues:**  **If no, please state n/a:**  Please keep it brief, bullet points preferred. Your Funding Engagement Specialist will discuss these issues with you. | |
| **Enter text here** |

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| 1.6 Financial Information Table |
| 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 note, the table will automatically fill with the most recent data that we hold if you have had prior grants from Callaghan Innovation. Financial Information Table Update the table so that it includes the last two financial year end information, total R&D spend and staffing levels ($NZD excl. GST).  Do not delete or overwrite any prior year data.  Please ADD a new line for the 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 |    The table above requires two years of information to be entered If you are not able to provide all of this information, provide comment below: |

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| **Enter text here** |

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| **Section 2: financial and R&D programme Eligibility** |
| 2.1 Financial Information |
| Financial Position 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) by either:   1. Answering yes to question a) below; or 2. Providing financial documents as detailed in section 2.2 which we will use to determine the financial health of your business |
| **Using the template provided below calculate and upload the solvency, liquidity, and profitability ratios.**  **a) Are all three ratio results positive (green)?**  You will use financial information from your balance sheet and P&L statement to determine the financial ratios. Please upload the completed template below..  Yes (upload document and then proceed go to 2.3)  No (upload document and then proceed go to 2.2)  Financial Ratio – Calculation template  *(This template is only available after you have created your application within the online portal)* |
| **Upload document** |

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| 2.2 Financial Statements |
| **Provide the financial information used to complete the Financial Ration template as stated below if you answered no to question a) in section 2.1.**  We will use the information you provide to determine that it is likely your business will be a going concern for the duration of the internship (6-12 months).  **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 below   Financial Information - Cashflow Forecast  *(This template is only available after you have created your application within the online portal)* |
| **Upload document** |

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| 2.3 Nature of Business |
| **Summarise your business history and outline current products and services.**  Provide a snap shot of your business and its operations.   * 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.   Please keep it brief (under 250 words), bullet points preferred. |
| **Enter text here** |

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| 2.4 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   Please 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.  **a) Please outline your R&D activities over the last 12 months:**  Please keep it brief (under 200 words), bullet points preferred. |
| **Enter text here** |
| **b) Please outline your planned R&D activities for the next 12 months:**  Please keep it brief (under 200 words), bullet points preferred. |
| **Enter text here** |

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| **Section 3: STUDENT eligibility** |
| 3.1 Student Eligibility |
| **Please 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 (**ie 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 (eg 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. |

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| 1. **What is the student’s area of study?**   Student Grants are restricted to specific areas of study; |
| **[Select a value from the dropdown list]** *Science, Technology, Engineering, Design, Business* |
| 1. **Which tertiary education institution did the student study at?**   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. |
| **[Enter text]** |
| 1. **What is the student’s immigration status?**   The student must be legally permitted to work in New Zealand. For more information, please see the Immigration NZ website. |
| **[Select a value from the dropdown list]** *NZ citizen, NZ resident, Relevant work visa, Work visa application in progress that is expected to be approved before student starts work* |

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| **d) Confirm the student is applying for their first full-time job after recently completing their postgraduate study.**  Confirmed |
| **e) 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 |
| **f) Confirm the student finished studying no more than 12 months ago?**  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.  Please tick one of the list below:  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 but is expected to do so within the next month (will become a pre- contract condition)  Student has yet to submit their course requirements for taught masters but is expected to do so within the next month (will become a pre-contract condition) |

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| **g) 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.   Once you have selected your file to upload, click on SAVE (at the bottom of the screen), which will upload the document. |
| **[Upload document]** |

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| **Section 4: assessment criteria** |
| 4.1 Student Exposure to R&D |
| ASSESSMENT CRITERIA This section ascertains the business’s ability to meet the three R&D Career Grant assessment criteria; Student’s Exposure to R&D, Student’s Professional Development and Benefit to the Business. Student Exposure to R&D criterion 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. |

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| **a) Tell us about the business’s R&D project the student will be contributing to:**  Provide us with the scope of the R&D project. |
| **[Enter text]** |

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| **b) Tell us about the role the student will play in this R&D project**  Explain how the student will contribute to the R&D project. |
| **[Enter text]** |
| **c) What is the Masters/PhD student’s area of specialisation and thesis?** |
| **[Enter text]** |
| **d) Tell us how the R&D project is relevant to the student’s degree.** |
| **[Enter text]** |

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| 4.2 Professional Development |
| Professional Development criterion 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 upload 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, please identify both the technical skills and soft skills that the student will experience. |

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| 1. **Provide the student mentor’s name, job title and a summary of their experience.**   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. |
| **[Enter text]** |

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| 1. **Prepare and upload a professional development plan for the student.**   The plan should identify four to five skills that your student needs to be successful in your business and include a mix of both technical and soft skills.. The plan should explain how the student will acquire these skills.  There are two options for preparing your plan:   1. using the template provided; OR 2. uploading an existing formal training programme that your business has for new students/employees.   **Professional development plan template:**  *(This template is only available after you have created your application 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 |  |  | |

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| 4.3 Benefits to the Business criterion |
| Benefit to the BusinessThe 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 business does not currently have; or the student may be filling a critical resource gap that your business 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? |

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| 1. **How will your business benefit from employing the student under this R&D Career Grant**   The aim is to understand what impact the student will have on your business such as building team capability, developing new technologies and ability to execute/accelerate R&D plans delivering new products |
| **[Enter text]** |

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