

Post-approval Checklist

R&D Experience Grant

This checklist outlines what is required by a business that has been approved for an R&D Experience Grant to complete the grant and receive funding.

If you have any questions related to these requirements, please talk to your account manager or the Funding & Contract Management Operations Team on 0800 477 8326 or by email at fcmoperations@callaghaninnovation.govt.nz

ACTIVITY	ACTION	DUE DATE	DONE
Funding agreement signed and returned	You have sent your signed funding agreement to FCM Operations Team .	One month from receiving documents	
Student eligibility and documentation	You will have satisfied the student eligibility requirements and have been supplied the appropriate documentation to meet any review that may be conducted by Callaghan Innovation. (Note: You are not required to have your student approved by Callaghan Innovation prior to offering the student internship/employment agreement). For further information please refer to the Student Eligibility Requirement Guidelines .	Prior to offering the student internship	
Student has begun the internship	You have commenced the student's employment. The student should commence work no later than mid-Jan to complete the internship by 31 March. (Note that you are required to employ student (no contracting through a university or an agency))	Mid-January	
Student paid at least \$23.65/hour	You are paying the student \$23.65/hour or more on a weekly, fortnightly, or monthly basis. <ul style="list-style-type: none"> The funding is to be used for the student's wages only. You are responsible for all taxation liabilities, payments for annual holidays (but not public or statutory holidays), Kiwisaver employer contributions, ACC, recruitment fees and other levies payable in relation to the funding or employment of the student 	Contract duration	
Student is being mentored	The student has a mentor assigned and is receiving feedback about their performance. <ul style="list-style-type: none"> All students must have a mentor assigned from within the business. A mentor is an experienced and trusted person willing to spend their time to help the student to get the most out of the internship. 	Weekly	
Student has finished the internship	The student has completed the 10-week internship. <ul style="list-style-type: none"> The student may continue to be employed by you but you cannot claim any costs from Callaghan Innovation beyond the contract end date. 	31 March	
Final report and claim submitted	You have submitted both a claim and final report through the Online Portal to receive funding. <ul style="list-style-type: none"> The GST invoice specifies the amount of funding claimed and includes evidence of the payments that you have made to the student (that clearly states the hours worked and rate applied). The invoice and the payslips must be in the name of the contracting organisation (Note: Payslips must be provided, not a summary as we must be able to clearly see the hours and rate that the student worked and was paid for). You will be required to confirm the student's details, including email address, tertiary education institute, area of study and type of documentation that was used to confirm eligibility. Please refer to the Report Example on our website, under the Experience Grant guides section, to see what type of questions will be asked. 	31 May	