

**Instructions for Envirolink small advice grants report**

This report template is for small advice grants only. All fields must be filled in by the research organisation. Answers are confidential and used for evaluation purposes only.

In order for payment to process, please email the following three documents to the Ministry of Science & Innovation (the Ministry):

* the council’s application — please include the research organisation’s approval for the council’s request for advice in this document
* invoice — detailing the different types of expenses
* report — used for evaluation purposes.

The Ministry pays up to $5,000 for small advice grants (GST excluded).

Please contact the Ministry’s Envirolink contact if you have any questions.



**Envirolink small advice grants report**

|  |  |
| --- | --- |
| Regional Council Advice number: | Date: |
| Invoice number: | |

|  |  |
| --- | --- |
| Research organisation: | |
| Address: | |
| Contact person: | |
| Phone Number: | Email: |

|  |  |  |
| --- | --- | --- |
| Regional Council that advice was provided for: | | |
| Dates service was provided: Start:       Finish: | | |
| Type of advice given: | | |
| Seminar | Training | Informal Verbal Consultation |
| Services | Literature Survey | Collating Research Material |
| Other (Please specify) | | |

Itemised budget template:

If your invoice does not give a detailed breakdown of expenses, please detail them here. The total should correlate with your invoice. Please note that this grant does not fund capital purchases.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Description** | **Cost** | **Qty.** | **Total** |
| FTEs |  |  |  | 0 |
| Subcontractor |  |  |  | 0 |
| Materials |  |  |  | 0 |
| Travel/ Accommodation |  |  |  | 0 |
| Other |  |  |  | 0 |
|  |  |  |  | 0 |
|  |  |  |  | 0 |
|  |  |  |  | 0 |
| **Total (GST excluded)** | | | | 0 |

|  |  |
| --- | --- |
| Did you need to clarify the intent of the request before proceeding? |  |
| How well did the request fall within your area of science expertise? If not at all, please elaborate below. | Well/Okay/Not at all |
| How well did you feel that the request was met? If not at all, please elaborate below. | Well/Okay/Not at all |
| Was the Regional Council’s request for advice realistic in its expectations of what science could provide? |  |
| Have there been any requests or interest from other councils in regard to this advice since you begun consultation? |  |
| Do you have any suggestions or comments about Envirolink? | |

|  |  |
| --- | --- |
| The application form sent in by the Regional Council is attached. |  |
| An invoice is attached. |  |
| **Please upload and submit into the MBIE Portal:**  Please note thatpayment will not process until the application form, invoice and report are submitted. | |