

**Instructions for Envirolink large advice grants report**

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

In order for payment to be processed, please email the following two documents to the Ministry of Science & Innovation (the Ministry):

* invoice — categorising expenses as outlined in the previously submitted budget
* report — used for evaluation purposes.

The Ministry pays up to $40,000 for large advice grants (GST excluded).

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



**Envirolink large 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. These numbers must correlate with your invoice and the budget submitted with the application. 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 the time you have begun consultation? |  |
| 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. | |