# Smart Ideas Annual Reporting Template

Use this template for Smart Ideas annual reporting. This template covers:

* The period you need to report on
* The required report content
* How and when to submit your report
* Contact details
* How we assess your report

### The period you need to report on

Your annual report details your MBIE funded work programme’s progress between 1 July 2024 (or the start date of the work programme, whichever is later) and 30 June 2025.

If your contract end date is between 1 June 2025 and 30 September 2025, please use the Smart Ideas Final Report template instead.

### The required report content

This template below covers all the content required for your report.

Complete all the sections in MS Word using the guidance provided.

### How and when to submit your report

When ready:

1. Copy your completed MS Word report content into Pītau – our online portal.

If you don’t have access to Pītau you will need to request access from your Organisation Administrator.

1. Once completed, click the Submit for QA button. Your Organisation Administrator will then perform a quality assurance check, finalise your report, and submit to MBIE.

You can do this anytime between Tuesday 1 July 2025 and Friday 29 August 2025. Please allow time for your Organisation Administrator to perform a quality assurance check.

### Contact details

If you have any questions, please contact your Research Office or Organisation Administrator first. Otherwise, feel free to contact MBIE using email addresses below:

General queries: [annualreporting@mbie.govt.nz](mailto:annualreporting@mbie.govt.nz)

Pītau queries: [imssupport@mbie.govt.nz](mailto:imssupport@mbie.govt.nz) or Phone: 0800 693 778 (Monday to Friday, 8:30am to 4:30pm)

## Section 1: Progress Reporting

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| 1.1 **Publicly available annual update (500 words maximum)**  Provide a short summary of progress in the reporting year. This is an opportunity to identify your key achievements or highlights over the reporting period. Please do not provide sensitive or confidential information as this update may be used in public communications and on the MBIE website.  A key achievement may be a successful research result (discovery/breakthrough) or outcome(s). Examples may include:   * + the commercialisation of results   + successful partnering with an end user   + the development of a new market.   **Do not include any confidential information**  MBIE may publish information entered in this textbox on its website. From there, the information may be viewed and used by other research organisations, funding agencies or the public to obtain further information about the New Zealand Government's investments in scientific research.  Enter your answer here… |
| 1.2 **Confidential and/or sensitive information (500 words maximum)**  Please expand on Section 1.1 detailing any confidential or sensitive information, that cannot be included in 1.1. If not applicable, leave this section empty. Examples could be undisclosed Intellectual Property (IP), IP or partner arrangements, or commercialisation deals in progress.  **Please report here on any Work Programme Conditions that apply.**  Enter your answer here… |
| 1.3 **Changes to key personnel (300 words maximum)**  **Have there been** any changes to the team structure or key personnel that have not been communicated to MBIE?  Answer Yes/No  If you answer Yes, please provide an explanation.  Enter your answer here… |
| 1.4 **Co-funding and subcontracting**  **Provide the actual amount of co-funding or subcontracting for this reporting period.**  In Pītau, the Listed Amount is the total amount across all Impact Statements listed in the contract. This is an automatically generated pro-rated GST exclusive calculation for the reporting period, based on a linear model across the life of the project.  You can enter any additional co-funding/subcontracting (i.e., not listed in your contract) that you have obtained by clicking the Add Co-funding/Subcontracting Organisation button at the bottom of each reporting section.  Select type of relationship and whether the co-funding was Cash or In-kind (non-cash). Please do not select Aligned.  In-kind co-funding should be valued using either the usual cost of the good or service as advised by the provider, or if the item is not generally traded, an estimation of the out-of-pocket costs sustained by the provider in making the good or service available to you.  If the amount received (if co-funding) or invoiced (if subcontracting) is not linear across the life of the project, a discrepancy between the Listed Amount and the Actual Amount may result. If this occurs, enter further details in the Comment field.  If the Actual Amount you entered is less than 80% or more than 120% of the Listed Amount, you must explain this in the Comment field.  If co-funding has been reduced or not achieved at all:   * + Indicate how (or with what) you intend to replace it, and/or   + Demonstrate that there is still end user support for the research.   Provide details about:   * + the actual amount of co-funding and sub-contracting achieved against the amounts that were listed in your contract   + any additional co-funding or sub-contracting (i.e., not listed in your contract) you have obtained.   Enter your answer here... |
| 1.5 **Project work programme status**  Choose the status of your work programme tasks during the reporting period.  Please note: Impact statements are now included within Research Aims, which in turn are now called ‘Deliverables’. Critical Steps are now ‘Tasks’.  **Status options**  If a task is past its due date, choose either:   * + **Complete**   + **Off Track**   If a task is not past its due date, choose one of the following:   * + **Complete** – means the task has been achieved.   + **On** **Track** – means that the project is proceeding as planned, with no issues. The delivery of an intermediate outcome/impact statement is not likely to be affected.   + **On Track with Issues** – means that the project has encountered an issue(s) in this area which may have an adverse impact on the delivery of an intermediate outcome/impact statement. A contract variation will likely resolve the issue(s).   + **Off Track** – means that the project has encountered an issue(s) that has significantly impacted the deliverables of the project.   If you select:   * + **On Track with Issues**, or **Off track**, provide a reason and any remedial action that you plan to take. There is no need to provide a commentary on progress that is **On Track**.   + **On Track**, or **Complete**, for these statuses, please just enter **N/A**.   Enter your answers here…  *Limit 75 words per entry* |
| 1.6 **Overall research progress**  Select the status that best describes overall research progress. Status options include:   * + Achieved   + On Track   + On Track with issues   + Off Track.   You may add a brief optional comment about research progress.  Enter your answer here… |
| 1.7 **Have there been any changes that have not been communicated to MBIE (500 words maximum)**  Yes/No  If Yes, please explain.  Enter your answer here… |

**How we assess your report and performance**

MBIE assesses your report and will assign your contract a **Support Level** of either **Low**, **Medium**, or **High** that best reflects your reported progress. Contract holders are notified of their contract support level in December. A support level is assigned by MBIE based on our assessment of your report to indicate the level of assistance we believe is required from MBIE to give you the best chance of successful delivery of the Work Programme.

Descriptions of the Support Levels are outlined below. Both Medium Support and High Support require remedial action by the contract holder.

**Low Support**

Your contract is performing satisfactorily, and:

* is on track to deliver the Work Programme deliverables; and
* the broader results and benefits are in line with expectations; and
* has delivered or will deliver on time and at the expected level of quality.

**Medium Support**

There are issues with the contract, and:

* more information is required to make an assessment; and/or
* a variation to the contract (in addition to any contract variation requests received prior to the Annual Reporting portal opening) is required with the objective of getting the project back on track; and/or
* contract conditions (if any) are not satisfied; and/or
* some action is required to get the contract back on track, for example, some issues may have been identified which means that the Work Programme deliverables and broader results and benefits:
* have not been delivered on time AND MBIE has not received an acceptable contract variation request that fully resolves the issues; and/or
* are highly unlikely to be delivered by the time the contract matures, or they will be at a level of quality below expectation.

**Remedial action is needed by the contract holder**

If your contract is assigned Medium Support, remedial action is required and MBIE will discuss with you what that may involve. After an agreed period, MBIE will follow-up on your progress.

Incomplete remedial action(s) may result in a contract termination. In this event, unspent funds may need to be returned to us.

**High Support**

There are serious issues with the contract that require action by the organisation and/or intervention by MBIE, and:

* the Work Programme deliverables and broader results and benefits will be severely under-delivered in terms of quality and timeliness, or there is a risk that the contract may fail completely; and/or
* immediate action/intervention is required to preserve the value of MBIE’s investment.

**Remedial action is needed by the contract holder**

If your contract is assigned High Support, remedial action is required, and your contract payments may be suspended. In this event, MBIE will discuss with you what that may involve. After an agreed period, MBIE will follow-up on your progress. Once all remedial actions have been actioned, any payments withheld will be released.

Incomplete remedial action(s) may result in a contract termination. In this event, unspent funds may need to be returned to us.