**Ara Whaihua Combined Progress and Final Reporting Template 2026: He Ara Whakahihiko Capability Fund**

Use this template for the He Ara Whakahihiko Capability Fund Ara Whaihua progress reports and final reports.

This template covers:

* The period you need to report on
* How to enter and submit your report
* The required report content
* How we assess your report.

Your reports tell us the status of your contract and the progress you are making towards delivering your project. Reports are submitted through Pītau (our online Investment Management System). The requirements for reports are based on the He Ara Whakahihiko Capability Fund (HAWCF) Investment Contract.

### Report completion and submission requirements

* Progress reports are due one month after the mid-point of your contract and cover the period from the start of the work programme to the last day of the month before the report is due.
* Final reports are due no later than one month after the end of your work programme and cover the entire work programme from start to finish.
* Download the report template to complete. Once you have completed it, copy and paste your content into Pītau.

Reporting is a contractual obligation, and scheduled payments will be put on hold until a satisfactory report has been submitted and assessed as ‘On Track’ or ‘Exceeding’ status.

### Contact details

General queries: HAWCF@MBIE.govt.nz

Pītau queries: imssupport@mbie.govt.nz

Phone: 0800 693 778 (Monday to Friday, 8:30am to 4:30pm)

## Ara Whaihua Progress Report Template

### Section 1: Work Programme update

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| **1.1 Publicly available update (150 words maximum)**Provide a short summary of progress in the reporting period. 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.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 Project Status (200 words maximum)**Do you consider your project to be ‘On Track’, ‘On Track with issues’, or ‘Off Track’ to deliver on the plan described in your contract? **Status options*** **On** **Track** – means that the project is proceeding as planned, with no issues. The delivery of an intermediate outcome 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. 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 ‘On Track’, please provide summary of your performance, achievements and challenges up to the time of this declaration.If you consider your project to be ‘On Track with issues’ or ‘Off-Track’, please provide information about the progress you are making and your challenges towards delivering the plan.Details should:1. Be written in the context of the plan described in your contract.
2. Include information about the progress made towards delivering the plan.
3. Include information on key achievements and challenges or concerns.

This section will help us to assess whether you are able to overcome your difficulties or if a contract variation will be required.Enter your answer here... |

### Section 2: Emerging risks and mitigations

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| --- |
| * 1. **Changes to your project (150 words maximum)**

To complete your project, have you done, or are planning to do, something different from what you originally expected?Answer Yes or NoIf you answer ‘Yes’ please explain your changes and include:1. Why you might need to change some or all the things you expected to do.
2. The risks and actions taken to mitigate the risks.

Enter your answer here… |
| **2.2**  **Changes to key personnel (150 words maximum)**Have there been any changes to the team structure or key personnel that have not been communicated to MBIE?Answer Yes/NoIf you answer Yes, please provide an explanation.Enter your answer here… |

## Ara Whaihua Final Report Template

### Section 1: Work Programme update

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| **1.1 Publicly available information (300 words maximum)**Provide a short summary of your project, i.e., what you achieved. This information may be used in relevant media releases and for Ministerial reporting. Include:* Up to five key achievements that occurred during this reporting period.
* A link to your website for further information.

**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** **Project Summary (up to 1000 words maximum)**The final report covers the whole Work Programme period – from the start of your contract to the end of your contract. It records how the intentions submitted in your proposal have been achieved. It should provide information in the context of the aim of the Fund:*‘To increase understanding of how scientific research can contribute to the aspirations of Māori organisations and deliver benefit for New Zealand, with a focus on promoting economic growth, impact, implementation and partnerships and strengthen capability, capacity, skills and networks between Māori and the science, innovation and technology system.’*When completing this section, you will need to refer to the Work Programme in your contract.In this reporting section please:* provide an overview on progress made towards delivering the Work Programme as described in your contract and include information on highlights over the contract period.
* specify the Vision Mātauranga theme(s) that are relevant to your project. Here, select one or more of the following:
	+ Indigenous innovation
	+ Taiao/environment
	+ Mātauranga
	+ Hauora/health
* describe how the work to date has contributed to impact pathways for science, innovation and technology that promotes economic growth for the benefit of New Zealand.
* describe what you have learnt (so far) that will help you carry out Vision Mātauranga relevant science, innovation and technology activities in the future.
* please tell us what risks materialised during the project and how they were managed.
* describe any opportunities that may or have led to additional benefits not expected earlier.
* if there has been a significant departure from the projected figures or information contained in the work programme explain why this has occurred. The report should also provide any information that would enhance our understanding of any research performed as part of the Work Programme.

Enter your answer here… |
| **1.3 Project Status (200 words maximum)****Overall Research Achievement**Select the status that best describes overall research achievement:* Achieved
* Off Track (Not Achieved)

If you select:**Off Track**, provide a reason and any remedial action that you plan to take post contract.Enter your answer here… |
| **1.4** **Project Deliverable Status**In this reporting section, for each of the work programme deliverables and tasks in your contract select the option that best describes their current status.**Status options*** **Complete** – the deliverable/task has already been completed.
* **Off Track** – the deliverable/task will not be provided before the end date of the contract

If you select:* **Off Track**, provide a reason and any remedial action that you plan to take post contract.

Enter your answers here…*Limit 75 words per entry* |
| **1.5 Key personnel (150 words maximum)**Have there been any recent changes to the team structure or key personnel that have not been communicated to MBIE?Answer Yes/NoIf you answer Yes, please list the key personnel that were involved in the project at its conclusion.Enter your answer here… |

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### Section 2: Classifications

|  |  |  |  |
| --- | --- | --- | --- |
| **2.1 Use of Māori methodologies and mātauranga** a) What best describes the use of mātauranga Māori in your project (select one)

|  |
| --- |
| * It does not contain mātauranga Māori
* There is some mātauranga Māori, but it is not the main science knowledge
* There is a balance between mātauranga Māori and other science knowledge
* Mātauranga Māori is the central knowledge system in the project
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b) What types of mātauranga Māori are incorporated into your research? (Select all that apply)

|  |  |
| --- | --- |
| * Kaupapa Māori methodology
* Pūrākau methodology
* Māori frameworks
* Māori models
* Tikanga
* Kawa
 | * Uara Māori
* Takepū Māori
* Whakatauki
* Whakatauākī
* Other

Please specify:  |

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| * 1. **Additional Team Information**

a) What percentage of the total personnel costs were attributed to the Māori project team members (named and un-named)?\_\_\_\_\_\_%b) What percentage of the project was led or co-led by Māori, for example as designers, leaders or kaitiaki of the research?\_\_\_\_\_\_% |
| * 1. **Engagement with Māori**

a) In your project, did you engage with external Māori stakeholders?

|  |
| --- |
| YesNo |

b) Who did you engage with? (select all that apply)

|  |  |
| --- | --- |
| Not applicableIwiHapūKaumatuaKuia | Māori cultural advisorsExpert Māori researchersOther. Please specify:  |

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| * 1. **Impact for Māori**

a) Will your research outcomes benefit Māori?

|  |
| --- |
| The research outcomes are intended to benefit all New Zealanders, including Māori.The research outcomes are intended to have additional specific benefits for Māori. |

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## How we assess your report and performance

MBIE reviews your progress and final report and uses the following criteria to assign your contract an assessment rating in the form of Exceeding, On-Track, On-Track with issues, Off-Track that best reflects your reported progress. Contract holders are notified of their report status by email.

If your contract is assigned ‘On-Track with issues’ status, remedial action is required. In this event, MBIE will discuss with you what that may involve. After an agreed period, MBIE will follow-up on your progress.

If your contract is assigned ‘Off-Track’ status, remedial action is also 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 will need to be returned to us.

### Exceeding

Your contract is performing above expectation, that is:

* it is on track to deliver the Work Programme deliverables; and
* the broader results and benefits to end users are above expectations and/or at a level of quality well above expectation or well ahead of time.

### On-Track

Your contract is performing satisfactorily, that is:

* it is on track to deliver the Work Programme deliverables; and/or
* the broader results and benefits are in line with expectations; and/or
* it has delivered or will deliver on time and at the expected level of quality; and/or
* there might be some issues or concerns, but the Contract Holder has them under control and do not pose an issue with future deliverables.

### On-Track with Issues

There are issues with the contract, that is:

* more information is required to make an assessment; 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.
* More frequent monitoring (or a variation to the contract) is required with the objective of getting the project back on track; and/or
* contract conditions (if any) are not satisfied

### Off-Track / At Risk

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

* 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
* immediate action/intervention is required to preserve the value of MBIE’s investment.