**ACTIVITY REPORT**

***The Activity Report MUST contain information on all of the following.***

***(Please avoid the use of jargon or abbreviations)***

Contract Number: <<Contract>>

Project Title: <<Project>>

Report Number: <<Period>>

Covering: <<Period\_Start>>­<<Period\_End>>

Amount of funding provided: <<Funding>>

NZ Principal Investigator: <<NZ\_PI>>

Institutional affiliation: <<NZ\_PI\_Address>>

Name(s), Institution(s), and location of the participating personnel:

<<This can be filled from proposal>>

**Classification:**

(Provide up to three code for each ANZSRC 2008 classification. If you are unfamiliar with this system, please use the following calculators to determine codes appropriate to your research)

Fields of Research Classification

(http://www.royalsociety.org.nz/field-of-research-calculator/):

|  |  |  |
| --- | --- | --- |
| FOR1 | FOR2 | FOR3 |
|  |  |  |

Socio-Economic Objective Classification

(http://www.royalsociety.org.nz/socio-economic-calculator/):

|  |  |  |
| --- | --- | --- |
| SEO1 | SEO2 | SEO3 |
|  |  |  |

A statement that the report is available for public release and/or identification of section(s) supplied in confidence. If the report is part of a multi-funded application then this statement will only apply to the final report.

**Introduction:**

(Provide a paragraph outlining the milestones/objectives of the funded collaboration.)

**Project and Activity Report:**

(Please provide comments for achievements in relation to the funded activities to have been accomplished over the period and/or the objectives of the supported collaboration. Where appropriate, detail the activities for each major participant in this contract.)

**Future Objectives:**

(Please provide comment on the work plan and activities anticipated for the remainder of this contract, or if a final report what if anything is anticipated to come from this project)

**Research outputs and developments**

(Provide a list of grants, publications and patents attributable to the supported collaboration.)

### Grants and third-party support

### Publications

### Patents

### Joint seminars and workshops

### Travel and personnel exchanges

### Other uses of crown funding, please describe:

**Impact:**

(Please provide comments on what short-term and long-term benefits the collaboration has had for both countries, but particularly for your team and New Zealand.)

This collaborative exchange has enabled:

|  |  |
| --- | --- |
| use of techniques, equipment or resources, unavailable in New Zealand | Y/N |
| adoption of new methods currently unavailable in New Zealand | Y/N |
| leveraging of overseas funding | Y/N |
| New Zealand expert advise to influence international institutions | Y/N |
| international recognition of New Zealand as a centre for innovation | Y/N |
| Other | Y/N |

Please describe:

**Future Collaboration:**

(Please describe how funding has enabled future possibilities for collaboration outside the directly supported relationship. Provide the name(s), Institution(s), and location of the collaborator(s))

**Highlights:**

(List specific highlights of the funded project that could be reported to the Minister of Science and Innovation. Where these outcomes were unanticipated at the time of application, please provide details.)

**Declaration:**

I confirm that the grant provided was fully expended on the costs associated with my application.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_