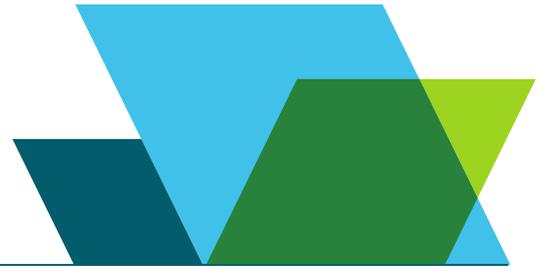




**MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT**
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Eligible Costs for the New to R&D Grant

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1. Introduction

The Ministry of Business, Innovation and Employment's (MBIE) Innovation Services manages the New to R&D Grant on behalf of the Government. The New to R&D Grant supports new-to-R&D businesses to establish an R&D programme and provide an on-ramp to the R&D Tax Incentive (RDTI) scheme for ongoing government R&D support.

The grant provides support of up to 40% of a business's R&D expenditure up to a limit of \$400,000 of co-funding. Both R&D capability development costs and R&D expenditure are supported at 40%

The New to R&D Grant is designed to:

- encourage businesses without R&D capabilities and experience to develop R&D capability
- help businesses build the capabilities to perform R&D over the long term, and
- help businesses become familiar with and be ready to access the RDTI scheme.

The RDTI scheme is structured in a way that R&D costs are split into Core and Supporting costs. This New to R&D Grant does not differentiate between these two types of costs, however when you move to the RDTI scheme you will need to structure your R&D costs to take account of the differences.

These guidelines are current as at the date listed on the cover page. MBIE reserves the right to amend these guidelines from time to time. Changes may occur without notice, but MBIE will use reasonable endeavours to communicate changes via the New to R&D Grant page on business.govt.nz.

1.1 Purpose

This document provides information on eligible R&D capability development costs (referred to as Set-Up costs in the Ministerial Direction) and eligible R&D costs.

You must complete R&D capability development activities from a minimum of two different categories below, to be undertaken alongside your R&D. All costs will be recorded in the capability development tab of the Costs Template (CT) and will be claimed using this template.

All costs are supported by way of 40% co-funding up to the cap of \$400,000.

2. R&D Capability Activities

Eligible R&D capability development activities are any activities that increase the R&D capability of the business by either:

- increasing the R&D-related human capital expertise within the business organisation via training, coaching, or advisory, OR
- setting up systems, processes or operations that enable R&D to be undertaken more efficiently and effectively.

These R&D capability development activities have been organised into six categories of activities with summary descriptions, including examples of eligible and ineligible activities. You may undertake as many capability development activities as you wish. However, at a minimum, you must undertake activities from at least two different capability development categories (excluding RDTI).

Find more information in the [capability development guidance](#) on business.govt.nz.

Note that travel and accommodation costs may be reimbursed up to a cap of \$15,000. This applies to capability development activities only. Travel costs for any R&D related activity are subject to MBIE's discretion and full rationale must be provided as to why these should be funded as R&D costs.

CAPABILITY DEVELOPMENT ACTIVITY TYPE	SUMMARY DESCRIPTION
Intellectual Property (IP) Capability	<ul style="list-style-type: none">▪ Key activities can include:<ul style="list-style-type: none">○ Identifying your key intellectual property.○ Discussion with an IP expert to learn about the options available to protect your idea or innovation.○ Conducting a novelty, trademark, patent or FTO (Freedom to Operate) search.○ Learning how to protect your IP contractually, including a one-off cost towards drafting IP protection clauses that can be reused in future employment, contractor or commercial agreements.○ Getting advice (other than advice of a scientific or technical nature) about the validity or infringement of patents.

	<ul style="list-style-type: none"> ○ Learning about how to file a patent and arrange for the filing of a patent if this occurs during the period of the grant. ▪ These activities exclude the ongoing preparation or review of IP clauses of contractual arrangements that protect IP, other administrative aspects and any ongoing filing costs of patenting, trademarking, licensing IP or similar activities which are not eligible activities. ▪ We recommend doing due diligence on providers in this space to confirm that they can legally provide the services you require. If you require a registered patent attorney, the directory can be found here).
<p>Regulatory and Compliance Capability</p>	<ul style="list-style-type: none"> ▪ These activities could include one-off costs related to meeting local and overseas compliance and regulatory standards for the product and/or R&D facilities and certification of R&D equipment or R&D facilities. ▪ These activities exclude any ongoing equipment or facilities testing for certification after R&D has commenced or any activities involved in complying with statutory requirements or standards for pre-existing processes, services, or goods.
<p>Project Management Capability</p>	<ul style="list-style-type: none"> ▪ Effective R&D project management is critical to the efficient utilisation of resources within an organisation with a view to completing projects within the constraints of time, cost and performance. Eligible R&D activities include one-off project management training costs or specific training in certain project management software. ▪ These activities exclude ongoing project management software subscription costs or project management labour costs while undertaking R&D, both of which are claimable as R&D costs.
<p>Lean Best Practice</p>	<ul style="list-style-type: none"> ▪ Lean is a proven framework for process improvement. The focus of Lean is on increasing customer value and process flow efficiency (time-to-market) by decreasing waste. To apply Lean thinking in R&D, you first get to know the concept and principles of Lean and then learn to see waste and eliminate it. Eligible activities include one-off training costs on how to use Lean tools, methods, and principles to solve R&D problems, make improvements, and develop the continuous improvement skills of others. ▪ Development capability in Lean, Digital Lean or Lean Startup best practice will also contribute to an efficient and organised R&D capability and culture within the organisation so training in these Lean disciplines are also eligible activities.

	<ul style="list-style-type: none"> ▪ These activities exclude the ongoing costs of paying a Lean or Digital Lean consultant to routinely undertake lean practices within the business.
R&D Information Management Capability	<ul style="list-style-type: none"> ▪ These activities include one-off training on how to set up systems and processes in order to collect, organise and store data that feeds into your R&D programme, including understanding best practice in how to record test results and maintain R&D documentation as well as the one-off cost of setting up those systems and processes. ▪ These activities exclude the ongoing quality control and routine testing, routine collection, organisation and storage of information and routine operations on R&D-related data.
Customer Input into R&D	<ul style="list-style-type: none"> ▪ These activities include one-off costs of learning how to: <ul style="list-style-type: none"> ○ facilitate customer focus groups ○ design effective customer surveys ○ conduct customer and subject matter expert interviews ○ undertake competitor product analysis ○ undertake rapid prototyping ○ run brainstorming/ideation workshops. ▪ To be eligible, these activities must be undertaken as part of the R&D programme and the output of these activities must inform the R&D priorities and plan. ▪ These activities exclude general sales promotion or marketing activities, non-R&D related consumer surveys, end product market research; market sizing, market testing, or other commercialisation activity.
Understanding the R&D Tax Incentive Scheme (RDTI)	<ul style="list-style-type: none"> ▪ You will have the opportunity take part in an introductory session with the R&D Tax Incentive Engagement team.

3. R&D Definition

Because the New to R&D Grant serves as an on-ramp to the R&D Tax Incentive (RDTI) scheme for ongoing government R&D support, the eligible Research and Development (R&D) activities for the New to R&D Grant are very closely aligned with the RDTI R&D definition and are defined as R&D activities that:

- seek to solve scientific or technological uncertainty; and
- seek to create new knowledge, new or improved processes, services or goods.

Supporting activities are also considered R&D if they are required for, and integral to, undertaking the planned R&D activities. Examples of supporting activities that may be eligible include the following:

- writing specialised software to monitor R&D results
- designing and producing equipment to be used in testing or analysis
- routine crop management of plants required for core R&D activity
- documenting the R&D results to meet an internal stage gate or approval process
- disassembling testing equipment or prototype and/or disposing of waste material

Any of the following supporting activities are eligible ONLY if they are required for and integral to undertaking the R&D activities:

- Making cosmetic or stylistic changes to processes, services, or goods.
- Reproduction of a commercial product or process by a physical examination of an existing (product or system, or from plans, blueprints, detailed specifications, or publicly available information).
- Minor adaption of, or improvement to, existing processes, services, or goods.
- Bug testing, beta testing, system requirement testing, user acceptance testing, and data integrity testing.
- Data mapping and data migration testing i.e. the process of creating data element mappings between two distinct data models.
- Testing or comparing the efficiency of algorithms that are already known to work.
- Testing security protocols or arrangements to reveal flaws in the security mechanisms of an information system.
- Converting existing systems to, or integrating existing systems with, new software platforms with the aim of extending the life of, improving or renewing a product or service by establishing it on a new software platform.
- Research in social sciences, arts, or humanities.

- Carrying out routine operations on data, including presentation of data.
- Writing test results, analysis, maintaining R&D documentation.

4. Eligible R&D Costs

The New to R&D Grant supports costs that are directly related to R&D.

ELIGIBLE R&D COSTS

Eligible R&D Costs can include:

- Internal labour costs
- External labour costs
- Materials and consumables
- Depreciation

All details of cost calculations should be kept as these may be reviewed by MBIE.

4.1 Internal Labour costs

Internal Labour costs (i.e. PAYE employees) can be claimed for the number of hours spent by employees doing R&D work that contributes to the R&D approved under the grant.

Internal Labour costs are to be entered in the Cost Template spreadsheet under the Internal Labour tab.

When referring to the eligible hourly rate for staff, this comprises the total of:

- Contracted salary and wage costs
- Overheads (calculated at 20% of the hourly rate).

4.1.1 Salary & Wages

The eligible hourly rates approved at the time of contracting apply throughout the life of the contract and cannot be changed. When claiming the hourly salary and wage cost it must be the **actual salary or wage paid to the staff member/director/shareholder with PAYE deduction**. Enter the best estimate of the hours they will work under each objective in the Objective Costing tab.

EMPLOYEE TYPE	SUMMARY DESCRIPTION
Salaried employees	<ul style="list-style-type: none"> Divide the PAYE yearly contracted salary by 1,752 hours (this is the maximum number of chargeable hours per year, allowing for statutory holidays, annual leave and sick leave).
Waged employees	<ul style="list-style-type: none"> Use the employee's hourly rate. To convert a waged employee's hourly rate into a salary equivalent, you can use the calculator in the R&D Cost Template.
New employees (Not yet employed)	<ul style="list-style-type: none"> Use the hourly rate budgeted or divide the budgeted annual salary by 1,752 hours. Third party recruitment fees and relocation costs of hiring new R&D employees are eligible costs. These specific costs need to be entered in the External Labour tab.
Owner/Shareholder	<p>Shareholders must be on the payroll to claim this cost and can't simply claim the cost of drawings or invoiced payments.</p> <p>The hourly rate is limited to the lesser of:</p> <ul style="list-style-type: none"> \$80 per hour plus 20% overheads, or the actual shareholder salary/wage.

4.1.2 Overheads

MBIE applies a fixed overhead rate of 20% on internal labour costs to take into account the following indirect costs or fixed expenses of operating a business.

OVERHEADS

Overheads are the:

- Costs **not** directly related to the manufacture and sale of a product or delivery of a service
 - Examples include;
 - insurance
 - rates
 - utilities
 - office rent
 - office cleaning
 - security costs
 - repairs and maintenance
 - phone
 - accounting fees
 - corporate services such as human resources and administrative services
 - non-R&D recruitment and relocation costs (R&D employee recruitment and relocation costs are eligible R&D Costs)
 - depreciation on existing capital items
 - non-R&D related lease payments (R&D related operating lease payments are eligible R&D Costs)

Overheads exclude:

- travel
- consultants
- overseas costs.

4.2 External Labour Costs

External Labour costs can be claimed for the costs incurred for contractors doing R&D work that contributes to the project. External Labour Costs are to be entered in the Cost Template spreadsheet under the External Labour tab.

EXTERNAL LABOUR COSTS CALCULATION DETAILS	
LABOUR COSTS	CALCULATIONS
Contractors (any non-PAYE labour who invoice for their time)	<p>Hourly rate contractor:</p> <ul style="list-style-type: none"> ▪ Enter the hourly rate in the External Labour tab. ▪ Enter the estimated hours they will work under each objective in the Objective Costing tab. <p>Fixed price contract with contractor:</p> <ul style="list-style-type: none"> ▪ Enter their 'fixed price'.
Owner/Shareholder	<p>Shareholders must submit invoices to the company and be physically paid to claim this cost and can't simply claim the cost of drawings or invoiced payments.</p> <p>The hourly rate is limited to the lesser of:</p> <ul style="list-style-type: none"> • \$80 per hour plus 20% overheads, or • the actual shareholder payment. <p>You must provide evidence of payment (i.e. bank statement confirmation) with invoices submitted</p>

External Labour are any non-PAYE labour who invoice for their time, including contractors and any other internal team members who are not PAYE employees.

- If a contractor is a shareholder with a 5% or greater shareholding then the hourly rate they can claim is capped at \$80 per hour plus 20% overhead.
- If the contractor's cost is 15% or greater of the total R&D cost applied for in the grant there may be a requirement to provide additional information.
- If the R&D involves the use of overseas labour, there will be a requirement to provide additional information as overseas labour costs are not permitted except with MBIE's express consent.

4.3 Materials & Consumables Costs

Material and Consumable costs can be claimed for physical components and other inputs (e.g. software licence, web hosting) required to do the R&D.

Material and Consumable details are to be entered in the Cost Template spreadsheet under the Materials and Consumables tab.

MATERIALS AND CONSUMABLES

Materials and consumable items (or groups of items) are listed with:

- a clear name stating what each item (or group of items) is. The item name will be able to be selected as a drop-down item in the Objective Costing tab.
- a description or notes for each item
- a cost.

Where a related business is a supplier any materials and consumables should be charged at cost.

4.4 Depreciation & Operating Lease Costs

Depreciation costs can be claimed for new capital items purchased to undertake the R&D. A new capital item is any item purchased no earlier than 90 days before the date the New to R&D Grant application is approved.

Operating lease costs can be claimed for short-term lease of land, laboratory/factory/office space and equipment specifically required to undertake the R&D.

Depreciation of new capital items and operating lease (excluding finance lease) costs are to be entered in the Cost Template spreadsheet under the Depreciation tab.

DEPRECIATION & OPERATING LEASE COSTS

New capital purchases specific to the R&D are listed with:

- a clear name stating what the new capital item is (this item name will be able to be selected as an item in the Objective Costing tab)
- the number of months the capital item is used as part of the R&D undertaken

- the purchase price of the capital item (you will be required to provide a purchase invoice for the capital item at the time of your first claim)
- the IRD straight line depreciation rates for depreciated items

Items obtained under an operating lease specific to the R&D are listed with:

- a clear name stating what the leased item is
- the number of months the leased item is used as part of the R&D undertaken
- the lease cost per month (excl. GST)
- the total lease costs required for the R&D undertaken.

R&D Exclusions

Eligible R&D costs cannot include the following costs:

EXCLUSIONS

- Commercialisation costs:
 - Selling
 - Production/manufacturing.
- Depreciation on existing capital items (captured in overhead rate).
- Purchase cost of new capital items (covered under depreciation).
- Finance leasing costs that include capital repayments (captured in overhead rate).
- Entertainment.
- Travel and accommodation (costs directly related to the R&D or R&D capability development activities may be eligible, talk with your MBIE Funding Engagement Specialist (FES)).
- Costs and inputs into commercial pre-production runs.
- Internal software development (software development is eligible ONLY if it is directly related to or required in order to undertake the R&D activities).
- Prospecting for, exploring for, or drilling for minerals, petroleum, natural gas, or geothermal energy.
- Routine de-bugging of existing computer software - i.e. the process of fixing errors or faults in software (this cost is eligible ONLY if it is directly related to or required in order to undertake the R&D activities).
- Supporting or making minor improvements to existing computer software using known methods.
- Routine software and computer maintenance.
- Pre-production activities, including demonstration of commercial viability and tooling up for commercial production.
- Quality control, routine testing, routine collection of information and routine operations on data.
- Management studies.
- Corporate governance activities, e.g. directors' fees.
- Activities relating to organisational design.

- End product market research, market testing, market sizing, market development or general sales promotion, marketing activities or other commercialisation activities, including non-R&D related consumer surveys (one-off costs of learning how to: facilitate customer focus groups; design effective customer surveys; conduct subject matter expert interviews; undertake competitor product analysis; undertake rapid prototyping; and run brainstorming/ ideation workshops. To be eligible, these activities must be undertaken as a part of a feedback/test/adjust loop relating to the R&D programme and the output of these activities must inform the R&D priorities and plan).
- Regular professional services fees, e.g. legal, accounting, etc (one-off capability development activity costs relating to setting up these systems and processes for R&D purposes may be eligible. Discuss with your FES).
- Ongoing preparation or review of IP clauses of contractual arrangements that protect IP, other administrative aspects and any ongoing filing costs of patenting, trademarking, licensing IP or similar activities (some IP capability development activities are eligible. Discuss with your FES).
- Activities involved in complying with statutory requirements or standards for pre-existing processes, services, or goods (one-off capability development activity costs relating to understanding such compliance may be eligible. Discuss with your FES).
- Training and education (except for R&D capability development training and education may be eligible. Discuss with your FES).
- GST input of expenditure
- Expenditure on interest and other financing costs
- Commissioning or decommissioning costs
- Acquisition of land
- Remediating land
- R&D activities funded by other government grants.

END