

**AGMARDT**

FUTURE SHAPERS

VISITING FELLOWSHIP  
GUIDELINES

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## OBJECTIVE

New Zealand's competitive advantage will depend on its ability to identify challenges and global opportunities and translate these into technological and capability initiatives faster and more successfully than its competitors.

The AGMARDT Visiting Fellowship Programme aims to encourage visits to New Zealand by people who have recognised global expertise in selected areas of relevance to New Zealand's agricultural, horticultural and forestry sectors. The objective of the programme is to transmit knowledge and learning capability directly and through the host organisation to the appropriate New Zealand audience.

The AGMARDT Visiting Fellowship may be based on a number of short visits over a compressed period of time and focussed on a specific theme and purpose. The theme and purpose for visits will be consistent with those AGMARDT strategic objectives that the Visiting Fellowship is designed to support.

## THE PROGRAMME

At any one time, the Visiting Fellowship Programme will support two or more AGMARDT Visiting Fellows. They will become involved in activity in part of the New Zealand agribusiness chain. This activity will be related to an aspect of research, communication or commercialisation of research, business development, policy or marketing.

It is expected that the activity engaged in by the Visiting Fellow will advance one or more of the following strategic objectives of AGMARDT:

- Being a catalyst for the translation of international consumer, market, environmental and trade policy trends into potential opportunities,
- Creating a greater understanding of world class marketing, global supply chains, new products, new technologies, and business models within the agribusiness community,
- Fostering greater efficiency and sustainability in production, processing and distribution where recognised gaps exist,
- Enhancing the speed of innovation and its application throughout the production and marketing system,
- Improving linkages between science and agribusiness in the application of technology, and
- Fostering capability development in research towards advanced expertise.

A Visiting Fellow would normally be expected to make 2 – 3 short-term visits of 2 – 3 weeks over a 12 – 18 month period, variations in these terms will be considered by the AGMARDT Trustees if such variations better suits the Visiting Fellow's availability or the purpose of the activity that they are involved in.

## HOST ORGANISATION

Visiting Fellows will be hosted by an organisation in New Zealand, such as a university, Crown Research Institute, Industry Research organisations, businesses or government.

The host organisation will manage the activities of the Visiting Fellowship and provide any overhead support associated with these activities.

## PRINCIPLES

The host organisation will be required to:

- Nominate a Visiting Fellow and confirm their availability for the Fellowship at the specified periods;
- Outline to AGMARDT the theme and purpose of the Visiting Fellowship, the activities that the fellow will be engaged in and the outcomes of the Fellowship;
- Demonstrate to AGMARDT the benefit of the Visiting Fellowship and associated activities to New Zealand;
- Demonstrate to AGMARDT that there is a good strategic fit between the purpose of the Visiting Fellowship and AGMARDT's strategic objectives;
- Demonstrate to AGMARDT that the Visiting Fellowship has support from organisations other than the host organisation;
- Outline how the outputs of the Visiting Fellowship will be disseminated beyond the host organisation.

## FUNDING

The AGMARDT contribution will include the reasonable costs of airfares, accommodation, internal travel, and Visiting Fellow's fee.

Application for support to cover venues for events and associated publicity may be made under the AGMARDT Conference Support Grant, and application for additional resources to support on-going activity that emerges from the visit or visits of the Visiting Fellow may be made to AGMARDT through one of its associated programmes.

AGMARDT may provide additional resources for ongoing activity that is a direct result of the Visiting Fellowship visits; for example, funding for Masters or PhD study, Postdoctoral or other research, or some other endeavour that enhances the impact of the output from the visit or visits of the Visiting Fellow.

## APPLICATION PROCESS

The host organisation must submit the applications via the online portal (<http://applications.agmardt.org.nz/>), accompanied by a copy of the proposed Visiting Fellow's curriculum vitae. This will be considered by the AGMARDT Board of Trustees and advisors where appropriate.

## REPORTING

Successful applicants must comply with all the reporting requirements. The AGMARDT Board of Trustees views all reports provided. Please ensure the reports are understandable to a layperson. Note that a highly technical report is acceptable for specialist review but it must be accompanied by the AGMARDT final report found in the [Resources tab](#) on the website <http://applications.agmardt.org.nz/>.

## PROGRESS REPORT

Progress reports are required to allow the Trustees to stay informed on the progress of the project and how it is tracking against the milestones set in the original application.

Quarterly progress reports are required when progress payments are submitted. A progress report template has been created and can be found in the [Resources tab](#) on the application portal (<http://applications.agmardt.org.nz/>).

A progress report must include the following:

- Project title, group name, grant number, grant amount and reporting period;
- Overall Progress – this is a milestone summary table which outlines progress of the milestones and how these are tracking against the original application;
- Variations to Milestones – provide detail of any variations to milestones and explanation for the change in focus or timing;
- Progress this Period - outline and describe activities and progress against milestones over the reporting period;
- Project summary – provide a concise executive summary of the project to date;
- Summary of progress of project – using bullet points describe the main progress of the project and where any issues have arisen; and
- Next Period – Proposed Activities – detail the key activities planned in the next reporting period.

## FINAL REPORT

The purpose of the final report is to bring together the results of the project reported against the original objectives and KPIs of the project, it should demonstrate the benefits to New Zealand and provide information about the future of the project.

A final report template has been created and can be found in the [Resources tab](#) on the application portal (<http://applications.agmardt.org.nz/>).

**Please note:** If your report contains commercially sensitive information, please discuss with AGMARDT and supply a summary report which can be made publicly available.

The final report must include:

- Project title, group name, grant number and grant amount;
- Executive summary – a concise summary of the project explaining what the objectives of the project were, what was achieved and what made the project a success;
- Summary of project – Using bullet points describe the main outcomes of the project;
- Impact of the project – what is the impact of the project on the food & fibres sector in New Zealand and demonstrate the guiding principles of AGMARDT’s strategic Priorities as outlined in the original application;
- Report on the “next steps” or “future aspirations” resulting from the success of this project, for the next 6 to 12 months and beyond;
- Milestone reporting - Detail results achieved against the milestones set out in the original application;
- KPI reporting - Report against the Key Performance Measures (KPIs) as outlined in the grant application;
- Identify all additional achievements and/or provide additional comment; and
- A summary of total income and expenditure of the project compared with the original budget.

## PAYMENTS

AGMARDT will enter into a contract with the host organisation, which will then make any necessary contractual arrangements with the Visiting Fellow.

## TERMS AND CONDITIONS

### Dissemination/Commercial Sensitivity

As a not-for-profit charitable trust, AGMARDT usually makes the information arising from its grants publicly available.

Unless otherwise agreed to by AGMARDT and the applicant, AGMARDT may publish a summary of the aims of the project, and or the final report. Should the project be identified as commercially sensitive, AGMARDT and the applicant will discuss and agree on the information to be made publicly available having regard to AGMARDT’s policy obligations.

Successful applicants must not make any public statement or issue any press release or other publicity relating to this Funding Agreement, without the prior written approval of AGMARDT as to the form and content of such statement.

### CONFIDENTIALITY

Advisors' and referees' comments are confidential to AGMARDT.

### INTELLECTUAL PROPERTY

AGMARDT does not normally take ownership and/or management of intellectual property. It does, however, reserve the right to take a financial interest in intellectual property should this be agreeable to both the applicant and AGMARDT.

### LATE APPLICATIONS

Project requests received after close-off dates will be held over for consideration. Applications may be considered throughout the year at the discretion of the General Manager.

### DECLINED APPLICATIONS

It is AGMARDT’s policy not to provide reasons why applications are declined.

### RESUBMISSION OF DECLINED APPLICATIONS

Where a project has been declined, the applicant may resubmit after 12 months providing the project has been modified/updated.

## GRANT WITHDRAWALS

A grant may be withdrawn at the sole discretion of the Trustees where:

- Reports have not been provided or have not been provided in a timely manner;
- Supporting information around expenses incurred or co-funding have not been provided or have not been provided in a timely manner;
- No part of the funding has been uplifted within one year of the grant being approved;
- There has been no response to AGMARDT's correspondence on the project;
- No satisfactory progress has been made;
- The Applicant/Group goes into liquidation or receivership or ceases to operate; or
- There has been unauthorised variation to the project or budget.

## CHANGE OF KEY PERSONNEL

Applicants must inform AGMARDT of any change in key personnel working on the project being funded.

## INDEPENDENT AUDIT

For financial performance and management of the project, the Trustees reserve the right to ask for an independent audit by an auditor of AGMARDT's choosing. The Trustees may, through AGMARDT's advisors, or if required AGMARDT appointed specialists, undertake a review of the work in progress and eventual outcomes.