# Innovation submission template

*Please complete one innovation submission template per initiative.*

**CONTACT INFORMATION:**

|  |  |
| --- | --- |
| **INNOVATON SUBMITTED BY:** | **NAME & ROLE** |
| **OF:** | **COMPANY/ ORGANISATION** |
| **CONTACT:** | **EMAIL AND/OR PHONE NUMBER** |
| **ON:** | **DATE** |

**TOOL (Please select):**



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| COMMUNITIES  | [ ]  |  |  |  |
| DESIGN & AS-BUILT v1.1 | [ ]  |  |  |  |
| INTERIORS v1.1 | [ ]  |  |  |  |
| DESIGN & AS-BUILT v1.0 | [ ]  |  |  |  |
| INTERIORS v1.0 | [ ]  |  |  |  |
| PERFORMANCE | [ ]  |  |  |  |
| LEGACY: v3/ 2009  | [ ]  |  |  |  |
| LEGACY: Office Interiors | [ ]  |  |  |  |

**PROJECT INFORMATION:**

|  |  |
| --- | --- |
| PROJECT NAME: | project name |
| PROJECT NUMBER: | project number |
| **PROJECT CERTIFICATON STAGE:** |
| DESIGN | [ ]  |
| AS-BUILT | [ ]  |
| **GREEN STAR PERFORMANCE & COMMUNITIES ONLY:**  |
| INITIAL CERTIFICATION | [ ]  |
| RE-CERTIFICATION | [ ]  |
|  |  |

**INNOVATION INFORMATION:**

|  |  |
| --- | --- |
| NAME OF INNOVATION: | innovation title |
| POINTS CLAIMED: | number of points claimed for this initiative |
| **TYPE OF INNOVATION SUBMISSION AND DOCUMENTATION PROVIDED:** |
| PRE-ASSESSMENT REVIEW *Submitted prior to formal assessments, with no, partial, or complete documentation:* |  |
| No documentation provided | [ ]  |
| Partial or example documentation provided | [ ]  |
| Full documentation provided | [ ]  |
| FULL REVIEW*Submitted with Round 1 or Round 2 Submission, with full documentation* |  |
| Full documentation provided | [ ]  |
| A ‘Pre-assessment Review’ was undertaken for this initiative and theoutcome of this review is included at the end of this Submission Template | [ ]  |

**TYPE OF INNOVATION (Please select):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name** | **Description** | **Points Available** | **Points Claimed** |
| **A** | [**Innovative Technology or Process**](#_A_-_Innovative) | The project meets the aims of an existing credit using a technology, process or operational practice that is considered innovative in New Zealand or the world. | 1 point for each initiative | [ ]  |
| **B** | [**Market Transformation**](#_B_-_Market) | The project has undertaken a sustainability initiative that substantially contributes to the broader market transformation towards sustainable development in New Zealand or the world. | 1 point for each initiative | [ ]  |
| **C** | [**Improving on Benchmarks**](#_C_-_Improving) | The project has achieved full points in a Green Star or Homestar credit and demonstrates a substantial improvement on the benchmark required to achieve full points. | Up to 2 points for each credit | 1/2 |
| D | [**Innovation Challenge**](#_D_–_innovation) | The project meets the requirements of a published Innovation Challenge. | 1-6 points, dependent on IC | # |
| E | [**Global Sustainability**](#_E_-_global) | Demonstrate compliance with an approved credit from another Green Star rating tool or World Green Building Council member rating tool that addresses a sustainability issue that is currently outside the scope of this Green Star/ Homestar rating tool.  | 1 point for each initiative | [ ]  |

**BRIEF DESCRIPTION OF THE INITIATIVE:**

*Please provide a concise description of the initiative to explain how the aim and targeted outcome of the innovation is achieved.*

*Describe how the innovation has been, or will be publicised and communicated.*

***Please now complete:***

* ***the relevant section of this Submission Template based on the type of innovation targeted***
* ***the discussion and declaration section at the end of this template***

# A - Innovative Technology or process

Describe how the Innovation claim meets the Compliance Requirements for each of the items below, by referencing supporting evidence attached to this Submission Template.

### Innovation Overview

Please select the description below which is most relevant to your project:

|  |  |
| --- | --- |
| The project employs strategies that achieve Green Star/ Homestar outcomes through passive systems. | [ ]  |
| The project employs technologies or strategies that achieve an outcome in Green Star/ Homestar through significant improvement or gains when compared against best practice technologies. | [ ]  |
| The project employs technologies or strategies that are new or adopted from other industries that achieve the relevant Green Star/ Homestar outcome. | [ ]  |

Describe how the process, operational practice and/or technology achieves a level of sustainability performance that is considered innovative.

*Outline results e.g.: creation of new or improved materials, products, devices, processes or service.*

*Describe any research, systematic, investigative and experimental activities that may take/ have taken place as part of the innovation initiative.*

*Where relevant, describe the level of technical risk involved with the initiative.*

Clearly articulate the nature, magnitude and justification of the innovation, and quantify (where relevant) the environmental, social, and/or economic benefits achieved by the process, operational practice and/or technology.

### documentation

Please provide all documentation required to support the innovation initiative. This may include calculations, drawings and reports prepared by the project team, and/or external reports or articles supporting the beneficial outcomes claimed.

PRE-ASSESSMENT REVIEW: The following documentation is provided or proposed to be provided with the innovation submission.

FULL REVIEW: The following documentation is provided to demonstrate and support the innovation claim.

|  |  |
| --- | --- |
| **Supporting Documentation** (Name / title / description of document) | **Reference**(Page no. or section) |
| #### | #### |
| #### | #### |
| #### | #### |
| #### | #### |
| #### | #### |
| #### | #### |
| #### | #### |
| #### | #### |

# B - Market transformation

Describe how the Innovation claim meets the Compliance Requirements for each of the items below, by referencing supporting documentation attached to the Submission Template.

### Innovation Overview

Please select all that are relevant to your initiative, and elaborate upon these claims within the discussion boxes below:

|  |  |
| --- | --- |
| The initiative increases the knowledge and capacity of the building industry. | [ ]  |
| The initiative increases the knowledge of sustainable building practices in regional areas. | [ ]  |
| The initiative changes the regulatory environment. | [ ]  |
| The initiative uses technologies or strategies which, if adopted widely, would result in a significant reduction of impacts in the built environment. | [ ]  |

Describe how the initiative has or will lead to market transformation, or to increased adoption of the solution towards sustainable development in New Zealand or in the world.

Clearly articulate the nature, magnitude and justification of the Innovation claim, and quantify (where relevant) the environmental, social, and/or economic benefits achieved, which has led to market transformation or increased adoption of the solution.

### documentation

Please provide all documentation required to support the innovation initiative. This may include calculations, drawings and reports prepared by the project team, and/or external reports or articles supporting the beneficial outcomes claimed.

PRE-ASSESSMENT REVIEW: The following documentation is provided or proposed to be provided with the innovation submission.

FULL REVIEW: The following documentation is provided to demonstrate and support the innovation claim.

|  |  |
| --- | --- |
| **Supporting Documentation** (Name / title / description of document) | **Reference**(Page no. or section) |
| #### | #### |
| #### | #### |
| #### | #### |
| #### | #### |
| #### | #### |
| #### | #### |
| #### | #### |
| #### | #### |

# C - Improving on benchmarks

Describe how the Innovation claim meets the requirements for each of the items below, by referencing supporting documentation attached to this Submission Template.

### Credit Name:

|  |  |
| --- | --- |
| This credit is eligible to achieve points under this Innovation criterion, as outlined in the Submission Guidelines. | [ ]  |
| The project achieves a substantial improvement on the benchmark, as outlined in the Submission Guidelines. | [ ]  |

Identify the specific Innovation claim targeted and describe how the identified benchmark has been exceeded.

Clearly articulate the environmental, social and/or economic benefit over and beyond the Green Star/ Homestar benchmark.

### documentation

Please provide all documentation required to support the innovation initiative. This may include calculations, drawings and reports prepared by the project team, and/or external reports or articles supporting the beneficial outcomes claimed.

PRE-ASSESSMENT REVIEW: The following documentation is provided or proposed to be provided with the innovation submission.

FULL REVIEW: The following documentation is provided to demonstrate and support the innovation claim.

|  |  |
| --- | --- |
| **Supporting Documentation** (Name / title / description of document) | **Reference**(Page no. or section) |
| #### | #### |
| #### | #### |
| #### | #### |
| #### | #### |
| #### | #### |
| #### | #### |
| #### | #### |
| #### | #### |

# D – innovation challenge

Describe how the Innovation claim meets the requirements for each of the items below, by referencing supporting documentation attached to this Submission Template.

### innovation challenge Name:

|  |  |
| --- | --- |
| The project achieves the aim of the Innovation Challenge | [ ]  |
| The project achieves all the listed compliance requirements of the Innovation Challenge.  | [ ]  |
| The project deviates from the compliance requirements of the Innovation Challenge as described below. | [ ]  |

**Aim:** Describe how the aim of the Innovation Challenge has been met:

**Compliance Requirements:** Clearly articulate how the project has achieved the Compliance Requirements listed in the Innovation Challenge.

*Each bulleted item from the Innovation Challenge ‘Compliance Requirements’ should be addressed.*

*Note any deviations from the Compliance Requirements as listed in the Innovation Challenge.*

### documentation

Please provide all documentation required to support the innovation initiative. This may include calculations, drawings and reports prepared by the project team, and/or external reports or articles supporting the beneficial outcomes claimed.

PRE-ASSESSMENT REVIEW: The following documentation is provided or proposed to be provided with the innovation submission.

FULL REVIEW: The following documentation is provided to demonstrate and support the innovation claim.

|  |  |
| --- | --- |
| **Supporting Documentation** (Name / title / description of document) | **Reference**(Page no. or section) |
| #### | #### |
| #### | #### |
| #### | #### |
| #### | #### |
| #### | #### |
| #### | #### |
| #### | #### |
| #### | #### |

# E - global sustainability

Describe how the Innovation claim meets the requirements for each of the items below, by referencing supporting documentation attached to this Submission Template.

Identify and describe the credit being targeted from another Green Star/ Homestar rating tool or World Green Building Council member rating tool.

Describe how the Compliance Requirements of the credit were addressed and achieved for this project.

### documentation

Please provide all documentation required to support the innovation initiative. This may include calculations, drawings and reports prepared by the project team, and/or external reports or articles supporting the beneficial outcomes claimed.

PRE-ASSESSMENT REVIEW: The following documentation is provided or proposed to be provided with the innovation submission.

FULL REVIEW: The following documentation is provided to demonstrate and support the innovation claim.

|  |  |
| --- | --- |
| **Supporting Documentation** (Name / title / description of document) | **Reference**(Page no. or section) |
| #### | #### |
| #### | #### |
| #### | #### |
| #### | #### |
| #### | #### |
| #### | #### |
| #### | #### |
| #### | #### |

# DISCUSSION & declaration

## Discussion

Outline any issues you would like to highlight and clarify with the Reviewer(s)

*If a Pre-assessment review was undertaken and the outcome of this review described additional requirements and/or documents that the project must undertake or submit in order for the innovation initiative to be awarded, please described here how these additional requirements have been addressed.*

## DECLARATION

I confirm that the information provided in this document is truthful and accurate at the time of completion.

Provide author details, including name, position and email address:

[Date]

# outcome of the preassessment review

A Pre-assessment Review has been undertaken relating to the innovation initiative described in this template.

This review was completed on: [Date]

The outcome of this review is as follows:

*NZGBC will insert the formal response here.*

*Notes:*

* *The outcome of a Pre-assessment Review will be either ‘Not Awarded’ or ‘Conditionally Awarded’.*
* *If ‘Conditionally Awarded’ any additional requirements or documentation will be listed in the box above.*
* *Where the innovation is ‘Conditionally Awarded’ at Pre-assessment Review, the innovation submission template along with all supporting documentation must be provided with Round 1 or Round 2 submission to confirm the awarding of the point(s). Each innovation initiative is entitled to only one Pre-assessment Review.*
* *Where the innovation is ‘Conditionally Awarded’ this does not guarantee that the Innovation will be awarded at round 1 or round 2 submission. Project teams must demonstrate that the innovation was actually implemented and must provide adequate evidence to this effect.*

# review

**NZGBC TO COMPLETE:**

|  |  |  |  |
| --- | --- | --- | --- |
| SENT FOR REVIEW ON: | [Date] | DUE DATE: | [Date] |
| REVIEWER: | [Name/ Initials] | NZGBC Tech Coord: | [Initials] |
| PRE-ASSESSMENT REVIEW | [ ]  | FULL REVIEW | [ ]  |

**Precedent Innovations, rulings and/or NZGBC commentary to guide Reviewer(s):**

***Pre-assessment Review – Notes for Reviewer(s):***

* *This project is seeking confirmation at an early stage in their project as to whether this innovation can be awarded.    The documentation to prove/confirm this innovation submission has not yet been produced and therefore we are seeking your view on whether in can be* ***awarded conditionally*** *and what conditions (e.g. additional documentation) will be required to prove this.  This enables the project team to gain some surety before progressing further with the innovation and commissioning documentation.*
* *If the project team haven’t stipulated what documentation they intend to provide and you do not wish to determine this you may request that they supply this to assist with your review and feedback.*
* *The outcome of a Pre-assessment Review will be either ‘Not Awarded’ or ‘Conditionally Awarded’, even if full documentation and evidence has been provided. In this case, the Innovation will be “awarded conditionally upon confirmation from the Reviewer(s) at Round 1/ Round 2 submission”.*
* *NZGBC will insert the final outcome of the Pre-assessment Review, with any conditions in the box on the previous page.*

***Full Review – Notes for Reviewer(s):***

* *Pre-assessment Review is optional – project teams may submit an Innovation Submission for the first time at round 1 assessment (this should include all supporting documentation). In this case, the box on the previous page will be blank.*
* *If a Pre-assessment review was undertaken and conditional requirements stipulated, these will be listed in the ‘Outcome of Pre-assessment Review’ box on the previous page.*
* *With “Full Review” (at R1/R2) it is expected that the project team has addressed the conditions set in the “Pre-assessment Review” and provided full documentation.*
* *Documentation that was submitted with the Pre-assessment Review is available on request where this may assist in determining the final outcome of this innovation initiative.*

## Reviewer TO COMPLETE:

|  |  |
| --- | --- |
| RECOMMENDED OUTCOME: |  |
|  | Awarded | [ ]  |
|  | Conditionally Awarded | [ ]  |
|  | Number of points: | [#] |
|  | Not Awarded | [ ]  |
| **ASSESSMENT:** |  |
| Where **AWARDED,** please confirm |  |
| The described initiative meets the aim and expected outcome for the targeted innovation | [ ]  |
| For Innovation Challenges, the initiative meets the compliance requirements outlined in the Innovation Challenge. | [ ]  |
| The documentation submitted provides adequate evidence that the innovation has been achieved (i.e. full documentation has been provided) | [ ]  |
| *It is not necessary to complete the remainder of this review form, however you are welcome to provide commentary in the ‘Discussion’ box below.* |  |
|  |  |

Where **CONDITIONALLY AWARDED**, this is initiative is conditionally awarded pending:

*(more than one may be selected)*

|  |  |  |
| --- | --- | --- |
|  | Confirmation of achievement by Reviewer(s) undertaking R1/R2 Assessment | [ ]  |
|  | Provision of documentation proposed by the project team | [ ]  |
|  | Provision of additional documentation described below | [ ]  |
|  | Minor modification to the innovation initiative or benchmarks as described below | [ ]  |
|  | Other reason described in the ‘Discussion’ box below | [ ]  |
|  |  |  |

Where **NOT AWARDED**, this is initiative is not awarded based on:

*(more than one may be selected)*

|  |  |  |
| --- | --- | --- |
|  | The initiative is not innovative | [ ]  |
|  | The sustainability benefits of the initiative have not been adequately described or quantified | [ ]  |
|  | The initiative is already awarded within core Green Star/ Homestar credit(s) | [ ]  |
|  | The initiative has not significantly exceeded benchmarks within the relevant Green Star/ Homestar credit | [ ]  |
|  | Inadequate information has been provided to make an assessment | [ ]  |
|  | Other reason as described in Discussion box below. | [ ]  |
|  |  |  |

## Discussion

*Please describe here:*

*your thoughts on the initiative and number of points targeted*

*any suggested modifications to the initiative or benchmarks proposed by the project team*

*additional explanation as to why the innovation has been conditionally awarded or not awarded*

*if not awarded, some guidance as to the circumstances that would be necessary for the initiative to be awarded innovation*

## DOCUMENTATION

*Please describe here:*

*The documentation you would like to see submitted to demonstrate that the innovation has been achieved. This may be the documentation suggested by the project team, additional, and/ or alternative documentation.*

## recommended outcome

*Please provide here the suggested wording of the outcome to be provided to the project team. This wording should be in line with the Common Language Guide.*

# approval

**NZGBC TO COMPLETE:**

|  |  |
| --- | --- |
| The innovation has been supported by two Reviewers OR  | [ ]  |
| The innovation has been supported by one Reviewer + NZGBC | [ ]  |
| *Signed:* | *Date:* |

Commentary: