

Progress Report – Mini Grant



Principal Applicant: <Insert Name>	Project Reference Number: <Insert Number>
Telephone Number: <Insert Number> Mobile Number: <Insert Number>	E-mail: <Insert Address>
Name of Project: <Insert Name>	
Name of Team Members: <Please insert names, positions and departments (if different from Principal Academic) for each team member>	
Project Start Date: / / Project End Date: / /	Stage of Project, when this report is being filed: < 3 month / 6 month / 1 year / Final Report >
Project Status: Please provide an overview of the project: i.e. milestones achieved, outcomes etc (approximately 300 words)	
Are there any issues/concerns that have been preventing the project from proceeding as planned? If so, how can these be overcome?	
Next Steps for Project: What are the next steps for commercialisation? What is the expected route to market? Please describe any other commercial objectives. Has a company been formed yet and has any commercial service been delivered (200 words)	
Summary of expenditure to date:	
Institution: <Insert Name>	Address: <Insert Address>
Signed: Principal Applicant	Date: / /

Project Risks: Please identify the main risks that may impact upon the successful completion of the project. For each risk identified, please indicate the likelihood of occurrence and the outline of a strategy for mitigating the risk (max. 50 words each) Please delete unused rows

Risks	Likelihood	Risk Mitigation Strategy