

Progress Report – Mini Grant



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| 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 |
|-------|------------|--------------------------|
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