

# Progress Report – Standard Grant



<b>Principal Applicant:</b> <Insert Name>	<b>Project Reference Number:</b> <Insert Number>
<b>Telephone Number:</b> <Insert Number> <b>Mobile Number:</b> <Insert Number>	<b>E-mail:</b> <Insert Address>
<b>Name of Project:</b> <Insert Name>	
<b>Name of Team Members:</b> <Please insert names, positions and departments (if different from Principal Academic) for each team member>	
<b>Project Start Date:</b> /     / <b>Project End Date:</b> /     /	<b>Stage of Project, when this report is being filed:</b> < 3 month / 6 month / 1 year / Final Report >
<b>Overall Timeframe:</b> Are there any expected changes to the project time frames?	
<b>Project Status:</b> Please provide an overview of the project: i.e. milestones achieved, outcomes etc (approximately 300 words)	
<b>Are there any issues/concerns that have been preventing the project from proceeding as planned? If so, how can these be overcome?</b>	
<b>Next Steps for Project:</b> 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)	
<b>Summary of expenditure to date:</b>	
<b>Institution:</b> <Insert Name>	<b>Address:</b> <Insert Address>
<b>Signed:</b> ..... Principal Applicant	<b>Date:</b> /     /

**Project Activities:** Which activities are still to be undertaken? Please select from the boxes in the table below, by deleting or adding as appropriate. What will be the deliverable/s for each activity? For each activity, please indicate how it will be resourced (i.e. who will be doing the work), and the estimated start and finish dates.

Activity	Deliverable	Resourcing	Start & Finish Dates
Market Analysis	<Insert description of deliverable in one sentence>	<Insert description of resource>	Start Date: <Insert> Finish Date: <Insert>

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IP Protection	<Insert description of deliverable in one sentence>	<Insert description of resource>	Start Date: <Insert> Finish Date: <Insert>
Concept / Prototype Development	<Insert description of deliverable in one sentence>	<Insert description of resource>	Start Date: <Insert> Finish Date: <Insert>
Partner Establishment	<Insert description of deliverable in one sentence>	<Insert description of resource>	Start Date: <Insert> Finish Date: <Insert>
Business Case Development	<Insert description of deliverable in one sentence>	<Insert description of resource>	Start Date: <Insert> Finish Date: <Insert>
Project Mentoring and Management	<Insert description of deliverable in one sentence>	<Insert description of resource>	Start Date: <Insert> Finish Date: <Insert>
Other <Insert Name>	<Insert description of deliverable in one sentence>	<Insert description of resource>	Start Date: <Insert> Finish Date: <Insert>

**Concept / Prototype Development:** If concept / prototype development activities will be undertaken, please provide further details. (100-200 words) If not, please delete this box  
<Insert Details>

**Business Case Development and Partnering:** If business case development or partnering activities will be undertaken, please provide further details. (100-200 words) If not, please delete this box  
<Insert Details>

**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