# FINAL REPORT ON SIEF FUNDED RESEARCH

**Experimental Development Program**

**Purpose**

**Progress Reports are used to assess progress of the Project against agreed milestones and to monitor proper use of SIEF funds. Progress Reports must be submitted to the SIEF Manager by the dates set out in the relevant Funding Agreement.**

**This is the FINAL Report; it must report on final milestones (section 3) AND report on progress of the Project overall (section 4).**

* Please expand tables as appropriate.
* There is no limit to the amount of text that can be provided, as long as it is relevant to the full and proper reporting of progress; extensive technical detailed is not required (unless specifically requested). The SIEF Manager is seeking a complete, accurate and realistic account of Project progress.
* Once complete and signed by the Authorised Grant Recipient Delegate, the Final Report should be submit electronically as a pdf. The accompanying Final Finance Report (Q5.3) should be submitted in word or excel.
* The SIEF Manager may refer this Report to a reviewer (who may be external to SIEF) for independent assessment or seek further information from you in relation to the Report.
* **Any confidential information in this Report must be clearly marked.**

# PROGRESS REPORT ON SIEF EDP PROJECT

**FINAL Report**

## PROJECT IDENTIFICATION

|  |  |  |
| --- | --- | --- |
| Project Leader |  | |
|  | | |
| Email Address |  | |
|  | | |
| Project Title |  | |
|  | | |
| Report No: |  | |
|  | | |
| Grant Start Date |  | |
| Project End Date |  | |
|  | | |
| Reporting Period | Start Date |  |
| End Date |  |

## PROJECT DESCRIPTION AND OBJECTIVES

* 1. Project Description and Objectives (Schedule B.2 and B.3 of Funding Agreement) – to provide background to reviewers

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* 1. Project Milestones (from Schedule B.4 of Funding Agreement) – to provide continuity to reviewers

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## PROJECT PROGRESS

* 1. Reporting Period Milestones

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| --- | --- | --- |
| **Milestone (number, description)**  *As listed in Agreement Schedule B.4* | **Work Program Undertaken and Deliverables produced**  *Brief outline of evidence that Milestone has been met* | **Has the Milestone been met? (Yes/No/ Partially)** |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. Reporting Period Overview

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| --- | --- | --- |
| **Outline of ‘other activities’ -** (eg BD, IP) that are occurring in parallel during Reporting Period - to provide confidence the commercialisation side of activities is progressing also |  | |
| **Publications/Patents**  List any publications or patents that have been submitted | Attached to this Report as Attachment 1. | |
| **Publicity**  Describe any publicity in connection with the Project  Has SIEF been notified of this publicity in advance?  Yes  No  Has SIEF been acknowledged in the publicity in accordance with clause 5.4 of the Funding Agreement?  Yes  No |  | |
| **Early Career Researchers**  Provide the names of any Postdoctoral Fellows and Postgraduate Students funded via this SIEF Grant during the Reporting Period | **Postdoctoral Fellows** | **Postgraduate Students** |
|  |  |
| **Additional comments** |  | |

## PROJECT SUMMARY

* 1. Non-confidential Summary

Please provide an overall summary of the Project in the form of a stand-alone summary that is suitable for publication in the public domain (eg SIEF website). This document should avoid using excessive technical detail, acronyms and referencing, and be suitable for a lay audience. Graphics, tables and images should be limited to illustration/explanation rather than specific data; additional images or graphics that represent the Project are also welcome for general use by SIEF (please include attribution and approval to use).

The Project Summary should contain brief background and rationale for the Project, technical achievements/outputs (in lay terms), and outcomes and impact of the Project. Refer Impact Guidelines at the end of this document for examples. The non-confidential Project Summary should not exceed 1 page, please insert text into the box below.

**NO CONFIDENTIAL INFORMATION** should be included in the non-confidential Project Summary.

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* 1. Confidential Summary

Please provide an overall summary of the Project in the form of a stand-alone summary. The CONFIDENTIAL Project Summary should contain brief background and rationale for the Project, technical achievements/outputs, and outcomes and impact of the Project. Refer Impact Guidelines at the end of this document for examples. The CONFIDENTIAL Project Summary should not exceed 3 pages, please insert text into the box below.

**CONFIDENTIAL INFORMATION** should be clearly marked in the CONFIDENTIAL Project Summary.

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* 1. Technology Readiness Level (refer [EDP Guidelines](http://www.sief.org.au/Documents/EDP/EDP_Guidelines_July_2016.pdf))

|  |  |
| --- | --- |
| TRL at beginning of Grant | |
|  | Description |
|  | |
| TRL at end of Grant | |
|  | Description |

* 1. How did SIEF funding assist to fast-track the technology development?

|  |
| --- |
|  |

* 1. What additional activities, partners and timeframe are needed to achieve commercialisation?

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* 1. Satisfactory Progress – Grant Recipient Delegate provides the following evaluation:

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| --- | --- |
| **Project was supported by all Collaborators** | **YES**  **NO**  ***Any additional comments?*** |
| **Project delivered objectives** | **YES  NO**  ***Any additional comments?*** |

## FINANCES

* 1. Grant Recipient Contributions

Does the level and type of Expenditure accord with the commitment specified in the Funding Agreement?

Yes  No

If no, give details

Does the level and type of Contributions (co-investment) provided by the Grant Recipient accord with the commitment (cash and/or in-kind) given in the Funding Agreement?

Yes  No

If no, give details

* 1. Source documentation

Is there appropriate source documentation readily available to demonstrate to an auditor the contribution (cash and/or in-kind) of the Grant Recipient to the Project?

Yes  No

If no, give details

* 1. Finance Report

Financial Report attached as Attachment 2 to this Report.

Yes  No

## CERTIFICATIONS

Certification by the Grant Recipient Delegate

I certify that:

* this Progress Report (and the attached Financial Report) confirms that:

1. SIEF Funds have only been used for the Approved Expenses;
2. the Grant Recipients have made the agreed Contributions in accordance with Schedules A and B of the Funding Agreement; and
3. the Project has been carried out in accordance with Schedule B of the Funding Agreement, including meeting the Objectives, Milestones and Deliverables;

* to the date of this Progress Report, the SIEF Funds have only been applied to expenses that are for the purposes of Research;
* this Progress Report is not incomplete, false or misleading in any respect and that this is an accurate Progress Report for the period covered;
* there have been no breaches of the Funding Agreement to the date of this Progress Report; and
* any confidential information contained in this Progress Report is clearly marked.

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| --- | --- | --- |
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| Name of Grant Recipient Delegate | Signature | Date |

**Please note:** Capitalised terms in the Certifications have the meaning ascribed to them in the Funding Agreement between the Grant Recipient and the Trustee of SIEF.

**Attachment 1 – Publications**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Authors\*** | **Title** | **Journal Reference (Title, volume, issue, page)** | **DOI number\*\*** | **UT Ref (WOS#)\*\*\*** | **Type** | **Status\*\*\*\*** |
| *2013* | ***A.Smith****, B.Smith, C.Smith* | *Publication Title* |  |  | *WOS-xxxxxxxxxxxxx* | *Journal Article* | *Published* |

|  |  |
| --- | --- |
| ***\**** | *Please* ***bold*** *authors names who are directly involved with SIEF Projects.* |
| ***\*\**** | *Digital Object Identifier* |
| ***\*\*\**** | *The Web of Science (WOS) UT Reference should contain 13 digits. To find the WOS# please refer to the* [*'How to'*](http://www.sief.org.au/Documents/Howto_FindWOS.pdf) *document.* |
| ***\*\*\*\**** | *Only include Published or in Press.* |

**Attachment 2 - Finance Report**

**Impact Guidelines**

**Below are some examples to illustrate the various stages of several possible paths to impact that may be useful when describing your intended end-users, the role they will play in uptake and adoption/usage of your research and the ultimate intended impact(s). It is acknowledged that the ultimate intended impact may be influenced by factors beyond the Grant Recipients’ or their intended End Users’ control. The following examples are by no means exhaustive and there may be numerous other scenarios that apply.**

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| --- | --- | --- | --- | --- | --- | --- |
|  | **Research output** | **End user** | **Uptake** | **Adoption/usage** | **Outcome** | **Impact** |
| Example 1 | You’ve written a book on healthy lifestyle choices | Public | A publisher publishes your book | Someone buys and reads your book | Positive change in public behaviour resulting from reading your book | Reduced incidence of diabetes and subsequent reduction in healthcare costs |
| Example 2 | You’ve produced a prototype widget | Widget users | A manufacturer begins producing your widget | Someone buys and uses your widget | Cheaper widget available on the market | More people take up using widget; economic value |
| Example 3 | You’ve developed a tool to predict impact of climate change | Government | Use of tool by Government | Translation into policy | Change in behaviour | Reduction in climate change |
| Example 4 | You’ve developed higher yield crops | Farmer | Seed company produces your new seed variety | Farmer grows the new crop | High yielding crops produced | Greater export value; Reduction in global food insecurity |