**FINAL REPORT ON SIEF FUNDED RESEARCH**

**Future National ICT Industry Platform Program**

**Purpose**

Progress Reports are used to assess progress of the Digital Mission 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 2) AND report on progress of the Project overall (section 3).

|  |
| --- |
| * 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 Digital Mission 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 FNICTIPP DIGITAL MISSION**

**FINAL Report**

# DIGITAL MISSION IDENTIFICATION

|  |  |  |
| --- | --- | --- |
| **Project Leader** |  | |
| **Email Address** |  | |
| **Digital Mission Title** |  | |
| **Report Number** |  | |
| **Reporting Period** | **Start Date** |  |
| **End Date** |  |

# DIGITAL MISSION PROGRESS

# Reporting Period Milestones

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

# Reporting Period Overview

|  |  |  |
| --- | --- | --- |
| **Publications/Patents**  List any publications or patents that have been submitted | *Attached to this Report as Attachment 2* | |
| **Publicity**  Describe any publicity in connection with the Digital Mission. | Click here to enter text. | |
| 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** |
| Click here to enter text. | Click here to enter text. |
| **Additional Comments** | Click here to enter text. | |

# PROJECT SUMMARY

# Non-confidential Summary

Please provide an overall summary of the Digital Mission 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 Digital Mission are also welcome for general use by SIEF (please include attribution and approval to use).

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

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

|  |
| --- |
| Click here to enter text. |

# Detailed Report

*Provide a more detailed report as a separate document (as Attachment 1)*

*This document should contain at least the following:*

* *Executive summary – summary containing brief background and rationale for the Digital Mission, overarching technical achievements/outputs, and outcomes and impact of the Digital Mission. Refer Impact Guidelines at the end of this document for examples.*
* *Further detail for each work package, including technical and discussion on impact,*
* *Discussion on how each work package disrupts the current, and where there may be competition and/or complementarity*
* *An overarching analysis on the progress towards delivering the outcomes and impact of the Digital Mission as described in the Funding Agreement and proposal.*
* *What additional activities, partners and timeframe are needed to achieve the goals of the Digital Mission.*

# Satisfactory Progress – Grant Recipient Delegate provides the following evaluation:

|  |  |  |
| --- | --- | --- |
| Digital Mission was supported by all Collaborators | Yes | No |
| **Any additional comments?**  Click here to enter text. | | |
| Digital Mission delivered objectives | Yes | No |
| **Any additional comments?**  Click here to enter text. | | |

# FINANCES

# 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**  Click here to enter text. | | |
| 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**  Click here to enter text. | | |

# 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**  Click here to enter text. | | |

# Finance Report

|  |  |  |
| --- | --- | --- |
| Financial Report attached as Attachment 3 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 Mission has been carried out in accordance with Schedule B of the Funding Agreement, including meeting the Objectives and Milestones;

* 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.

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

# Attachment 1 – Detailed Report

*This document should contain at least the following:*

* ***Executive summary*** *– summary containing brief background and rationale for the Digital Mission, overarching technical achievements/outputs, and outcomes and impact of the Digital Mission. Refer Impact Guidelines at the end of this document for examples.*
* ***Further detail*** *for each work package, including technical and discussion on impact,*
* ***Discussion*** *on how each work package disrupts the current, and where there may be competition and/or complementarity*
* ***An overarching analysis*** *on the progress towards delivering the outcomes and impact of the Digital Mission as described in the Funding Agreement and proposal.*
* ***What additional activities****,* ***partners and timeframe*** *are needed to achieve the goals of the Digital Mission.*

# Attachment 2 – 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-1234567891011 | 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' document.

\*\*\*\* Only include Published or in Press.

# Attachment 3 – 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.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **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 |