# MID-TERM PROGRESS 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.

* 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 Progress Report should be submit electronically as a pdf. The accompanying Finance Report (Q4.3) should be submitted in word or excel.
* The SIEF Manager may refer this Progress Report to a reviewer (who may be external to SIEF) for independent assessment or seek further information from you in relation to the Progress Report.
* Any confidential information in this Report must be clearly marked.

# PROGRESS REPORT ON SIEF EDP PROJECT

Mid-Term 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 ProducedBrief outline of evidence that Milestone has been met. If Milestone has not been met, provide an explanation including timeframe for completion of Milestone and implications for the project’s completion on time and to budget. | Has the Milestone been met? (Yes/No)\*  |
|  |  |  |
|  |  |  |
|  |  |  |
| Comments on the progress of the project. If Milestones have been reported as not met what mitigation strategies are in place to ensure the project meets its objectives and deliverables? |
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| \* Reporting a milestone as partially met is no longer an option. Grant recipients are now asked to provide a yes or no answer if a milestone has been met.  |

* 1. Overview of Other Activities

|  |  |
| --- | --- |
| **Outline of ‘other activities’ -** (eg BD, IP) that are occurring in parallel during the Reporting Period - to provide confidence the commercialisation side of activities is progressing also |  |
| Publications/PatentsList any publications or patents that have been submitted | Attach to this Report as Attachment 1. |
| PublicityDescribe any publicity in connection with the ProjectHas 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 ResearchersProvide the names of any Postdoctoral Fellows and Postgraduate Students wholly or partly funded via this SIEF Grant during the Reporting Period | Postdoctoral Fellows | Postgraduate Students |
|  |  |
| Additional comments |  |

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

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| --- | --- |
| Project continues to be supported by all Collaborators | [ ]  YES [ ]  NOAny additional comments? |
| Project is on track to deliver | [ ]  YES [ ]  NO |

## FINANCES

* 1. Grant Recipient Contributions

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

[ ]  Yes [ ]  No

* 1. 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

* 1. If no, give details
	2. 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

* 1. If no, give details
	2. Finance Report

 Financial Report attached as Attachment 2 to this Report.

[ ]  Yes [ ]  No

## CERTIFICATIONS

* 1. 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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| 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.

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| PrivacySIEF and CSIRO (as administrator of the SIEF) is committed to your privacy and will handle any personal information provided to us in accordance with the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth) and CSIRO’s [privacy policy](http://www.csiro.au/en/Privacy.aspx).  |

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 |

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| --- | --- |
| \* | 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