**STANDARD 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.

This is a Standard Progress Report. It does not describe Project activity in detail; however, the Authorised Recipient Delegate must confirm that intended progress has been made.

Please expand tables as appropriate.

Once complete and signed by the Grant Recipient Delegate, the Report should be submitted electronically as a pdf.

The SIEF Manager may refer your 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**

**Standard Report**

# PROJECT IDENTIFICATION

|  |  |  |
| --- | --- | --- |
| Project Leader |  | |
| Email Address |  | |
| Project Title |  | |
| Report Number |  | |
| Grant Start Date |  | |
| Project End Date |  | |
| Reporting Period | Start Date |  |
| End Date |  |

# PROJECT PROGRESS

**2.1 Reporting Period Milestones**

|  |  |  |
| --- | --- | --- |
| Milestone (number, description) As listed in Agreement Schedule B.4 | | Has the milestone been met?\* (Yes with short description/No) |
|  |  |  |
|  |  |  |
|  |  |  |
| Comments on the progress of the project.  If Milestones have been reported as not met provide an explanation. | | |
|  | | |
| What mitigation strategies are in place to ensure the project meets its objectives and deliverables? | | |
|  | | |
| *\*Reporting a milestone as partially met is no longer an option. Grant recipients are now asked to provide a yes or no answer to whether a milestone has been met with a short, concise description (2-3 sentences maximum) of how the milestone has been met. Each unmet milestone will require an explanation to be provided in the “Comments on the progress of the project” section.* | | |

**2.2 Other Activities**

|  |
| --- |
| ‘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. |
|  |

# SATISFACTORY PROGRESS – Grant Recipient Delegate (GRD) provides following evaluation.

|  |  |  |
| --- | --- | --- |
| Project continues to be supported by all Collaborators | YES | NO |
| Additional comments: | | |
| Is the project on track to deliver on time and to budget? | YES | NO |

# 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. | |
| Does the level and type of Expenditure accord with the commitment specified in the Funding Agreement? | |
| YES | NO |
| If NO, give details. | |
| 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. | |

# CERTIFICATIONS

*Certification by the Grant Recipient Delegate*

**I certify that:**

* this Progress 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.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| 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.**

|  |
| --- |
| **Privacy**  SIEF 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). |