# 

# Commercialisation Specialist Report

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| --- | --- |
| **Project Code** |  |
| **Principal Investigator** |  |
| **Institution/Organisation:** |  |
| **Project Title** |  |
| **Single Stage Project** |  |
| **Multi-Stage Project**  **Project Stage No:** |  |
| **Commercialisation Specialist** |  |
| **Report Date** |  |
| **Date of the PI report that CS report is linked to** |  |

**Please tick as appropriate**

|  |  |  |
| --- | --- | --- |
| **Interim Report** | **End of stage Report** | **Final Report** |
|  |  |  |

**For Commercialisation Specialist Use only: Please tick**

|  |  |  |
| --- | --- | --- |
| Deliverables Met?  **Including go/no go (Key) deliverables for a Multi-Stage project?** | Yes | No |
|  |  |
| Ok to pay? | Yes | No |
|  |  |
| Have you verified that each capital equipment item/s over €5000 requested for the project/project stage have been purchased and are in place in PI’s laboratory? | Yes | No |
|  |  |
| If you selected No for any of the questions above, please explain: | | |

**For Multistage Projects:**

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| --- | --- | --- |
| Proceed to next Project Stage? | Yes | No |
|  |  |
| Has the PI requested any changes to the budget for the next project stage e.g. carryover of an underspend from stage 1 budget to stage 2 etc | Yes | No |
|  |  |
| Has the PI submitted PAFs to request this budget change? | Yes | No |
|  |  |
| Has the PI detailed any changes to the Project workplan and/or go/no go (Key) Deliverables? If Yes, please provide an outline of the changes in the ‘Meeting Notes’ section. | Yes | No |
|  |  |
| Have you discussed the end of stage report and review with the Director and has the Director ratified the decision for the next project stage? | Yes | No |
| If you selected No for any of the questions above, please explain: | | |

**Project Monitoring Section:**

|  |  |
| --- | --- |
| **Technology/Product**  **Description** |  |
| **Market Description** |  |
| **Value Proposition** |  |
| **Nearest Competitors** |  |
| **IP Position** |  |
| **Commercialisation Route** |  |
| **Project Website** |  |

**THINGS DONE (optional)**

|  |  |  |
| --- | --- | --- |
| **Description** | **Owner** | **Deadline** |
|  |  |  |
|  |  |  |
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**THINGS TO DO: (optional)**

|  |  |  |
| --- | --- | --- |
| **Description** | **Owner** | **Deadline** |
|  |  |  |
|  |  |  |
|  |  |  |

**COMPANIES APPROACHED (optional)**

|  |  |
| --- | --- |
| **Company Name** | **Contact** |
|  |  |
|  |  |
| **Result:** |  |

**Project Meeting Notes: (Note-For Multi-stage projects-End of Stage report- The information provided here will be used by you to update the IRCC on the decision to progress/not progress the project to the next project stage)**

**Achievement of go/no go (Key) Deliverables:**

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| --- |
| ***For End of Stage Report-Please detail whether go/no go (Key) deliverables as detailed in the contract for the project Stage have been achieved. Please state what the funding decision for the next project Stage is and provide the rationale for this decision.*** |

**Recommendations/Conditions of Funding/Major Changes for the Next Project Stage:**

|  |
| --- |
| ***Please outline:***  ***New Recommendations:***  ***New conditions of funding:***  ***Major changes to Project Workplan and/or go/no go (Key) Deliverables:*** |

**Documents:**

|  |  |
| --- | --- |
| Contact List (end-users, licensees, industry bodies, trade fairs, etc) |  |
| Technology Capsule | Insert here |
| Technology Presentation | Insert here |
| Business Plan / Comm. Plan | Insert here |
| Comm. Reports | Insert here |