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| INNOVATION PARTNERSHIP PROGRAMME  FINAL TECHNICAL REPORT |

Collaborating for Future Success

**Introduction:**

This Final Report is required by Enterprise Ireland to assess the overall technical progress achieved in your Innovation Partnership project. This report should indicate your progress to date against the deliverables stated, in the Full Proposal application approved by Enterprise Ireland.

Advice and assistance to complete this report is available to you from:

Innovation Partnership Programme Application Team

Lawrence Lee Tel: 01 7272232 Email: lawrence.lee@enterprise-ireland.com

Eileen McGoldrick Tel: 01 7272733 Email:eileen.mcgoldrick@enterprise-ireland.com

Innovation Partnership Programme Company Liaison

Michael Treacy Tel: 01 7272740 Email: michael.treacy@enterprise-ireland.com

**This Report will be Treated in Strict Confidence**

**Completing the Final Technical Progress Report**

**Submission**

* This report is to be completed by the Principal Investigator with input from consortium lead company and returned with the corresponding Final Financial Report.
* **The final payment will be made only when these reports are received and approved by Enterprise Ireland**.
* This report contains pre-determined fields / boxes for entering information.
* It is preferable that the information provided is kept concise:
  + Use bullet points where possible
  + Do not include extra material unless absolutely necessary
* This report must be submitted electronically to:

[institutes.contracts@enterprise-ireland.com](mailto:institutes.contracts@enterprise-ireland.com).

**Reply**

* This report will be reviewed by the relevant authority within fourteen days.
* If the information specifically requested within this report is not submitted a re-submission will be requested.
* Any further payments from EI to the program will be delayed until a new report using the correct format has been submitted and assessed.

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| Project Number: |
| IP/20XX/ |

**Section 1: Consortium Information**

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| --- | --- | --- | --- |
| **Grant**  **Timeframe** | | **Project Start Date**  **(DD/MM/YY)** | **Project Completion Date**  **(DD/MM/YY)** |
|  | |  |  |
| **Project title:** | |  | |
| **Consortium Principal Investigator:** | | | |
| Name |  | | |
| Department |  | | |
| Institution |  | | |
| Telephone |  | | |
| Mobile |  | | |
| e-mail |  | | |
| **Consortium Lead Company**: | | | |
| Company Name |  | | |
| Contact |  | | |
| Position |  | | |
| Telephone |  | | |
| Mobile |  | | |
| email |  | | |

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| --- | --- | --- |
| **Other Consortium Partners** | | |
| **Contact Name** | **Institution / Company** | **Telephone** |
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| **Declaration by Principal Investigator** | |
| **By signing this document i am verifying that all of the data that i have submitted in this progress report is genuine. i understand that the data contained will be evaluated by enterprise ireland before outstanding funding is released.** | |
| **Principal Investigator** |  |
| **Date** |  |

**Section 2: Summary of Final Results**

Briefly summarise the results arising out of this research project to date

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| Use bullet points |

**Section 3: Description of Final Results**

To correctly complete this section you must return to the Full Proposal document submitted for this project and use the relevant details contained for direct reference.

**3.1 Progress to Date**

* Go to Section 13 (Milestones and Deliverables) in your submitted Full Proposal document.
* Paste the Tasks from the table in Section 13 into Table 3.2 below (in the correct order).
* Fill in the month that each Task was to be completed (e.g. Month 8).
* Assign a percentage complete value to each task.
* Assign a status to each Task using the Terms below:

**Table 3.1: Task Status Terms: Meaning**

|  |  |
| --- | --- |
| **Term** | **Meaning** |
| Green | Task Complete / Imminent |
| Orange | Task Delayed / Pending |
| Red | Task Cancelled / Not Achievable |

**Table 3.2: Final Project Progress Overview**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task**  **Number** | **Task** | **Percentage**  **Complete**  **(%)** | **Status**  **(G/O/R)** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |
| **7** |  |  |  |
| **8** |  |  |  |
| **9** |  |  |  |

* 1. **Background and Objectives of the project**

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| --- |
| 200 words max |

* 1. **Brief description of results – include figures, tables, drafts of or links to publications**

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| --- |
| 5 pages max |

* 1. **Outline the benefit to the research group**

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| use bullet points |

**3.5 Unexpected problems/developments not foreseen at the start**

**of the project**

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| Outline any issues that may have impacted the success of the program so far e.g.:   * Resource Issues (difficulty sourcing or keeping staff) * Equipment or Infrastructural Issues * Schedule Slippage * Task Issues (Scope Creep etc). |

**3.6 Benefit to the Country**

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| Indicate the benefits of this project to the country under the following titles:   * Scientific * Educational * Economic * Social |

**3.7 Benefit to the Company(-ies)**

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| * Is the company happy with the overall project progress? * What tangible benefits will they enjoy as a result of this collaboration? |

**3.8 Proposed steps to commercialisation.**

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| * Briefly outline the next steps to commercialise the results of this project. Include detail on timing, opportunities for patents; technology transfer; etc |

**3.9 Net Promoter Score**

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| Would you recommend the Innovation Partnership Programme to other researchers? |

**Section 4: Participation in Conferences**

Please indicate if data generated in this project has been or will be used at conferences or colloquiums.

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**Section 5: Publicity**

Please indicate if this project can be used (with prior permission) by Enterprise Ireland for publicity purposes (e.g. Case Studies, Presentations etc).

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**Section 6: Comments from CONSORTIUM LEAD COMPANY**

**This section is to be completed by the CONSORTIUM LEAD COMPANY**

1. Do you wish to make any further comments in relation to this innovation Partnership project?

**2**. Net Promoter Score. Would you recommend the Innovation Partnership Programme to other companies?

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**FOR COMPLETION BY CONSORTIUM LEAD COMPANY -:**

Name …………………………………………… Company ………………………………….

Signature ……………………………………… Date ……………………………………………

**Notes:**

This template must be submitted as a signed copy which is essential for legal purposes.

**ERDF Co-Funding**

This project is co funded by the European Union through the European Regional Development Fund. It is an explicit requirement of participation in the Innovation Partnership Programme that College authorities, Finance Officers and all Principal Investigators undertake to comply fully with ERDF Publicity, Audit and Reporting requirements as will be specified by Enterprise Ireland and/or its agents. Please ensure that Enterprise Ireland and the European Union are given acknowledgement for their support in all reports; Publications derived from the Project and with respect to EU acknowledgement ensure that it is in accordance with the requirements detailed in the Common Provisions Regulation 1303/2013 (Article 115) and Annex XII of the Common Provisions Regulation as amended.

Ensure that any publicity display material supplied be placed in a prominent position appropriate to the location of the research activity.

# Correspondence /Assistance

|  |  |
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| **Reports to**:  Institute Contracts Unit  Enterprise Ireland  The Plaza  East Point Business Park  Dublin 3  Tel: 01 727 2570  Fax: 01 727 2664  [institutes.contracts@enterprise-ireland.com](mailto:institutes.contracts@enterprise-ireland.com) | **General Enquiries to:**  Lawrence Lee  Tel: 01 7272232  [lawrence.lee@enterprise-ireland.com](mailto:lawrence.lee@enterprise-ireland.com)  Eileen McGoldrick  Tel: 01 7272733  [eileen.mcgoldrick@enterprise-ireland.com](mailto:eileen.mcgoldrick@enterprise-ireland.com)  Michael Treacy  Tel: 01 7272740  [michael.treacy@enterprise-ireland.com](mailto:michael.treacy@enterprise-ireland.com) |

Copies of this form may be downloaded from [www.enterprise-Ireland.com/institutescontracts](http://www.enterprise-Ireland.com/institutescontracts)

**FOR OFFICE USE ONLY**

**Date Received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Referral To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Cleared By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Internal Evaluation: No** 🞏 **Yes** 🞏

**Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ External Evaluation: No** 🞏 **Yes** 🞏