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| HPSU FEASIBILITY GRANT PROGRESS REPORT |

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| **Name of Grantee:** |  |
| **Project Number:** |  |
| **Claim Number:** *(max of 3 claims)* |  |
| Name of person to whom queries in relation to this report should be directed: |  |
| Phone Number: |  |
| Email Address: |  |
| Start Date of Study: |  |
| Completion Date of Study: |  |
| Enterprise Ireland Development Adviser Name: |  |

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| HPSU FEASIBILITY GRANT PROGRESS TO DATEThis should detail how the company or individual has, to date, investigated the viability of the project approved. |
| **Objectives, Activities and Outcomes****Section 1. List the objectives of the project for which you were approved a HPSU Feasibility Grant (in bullet point format) as detailed on the submitted application form:****Section 2. Outline the activities/task undertaken under each expenditure heading for which you are claiming. (there are 6 expenditure headings – you may not have been approved for all expenditure headings - delete as appropriate).*** **Salaries and Overheads:** List company founder/employees involved in the project, the tasks they responsible for and the time spent on each task.

**Please include a breakdown of the dates that each employee worked on the project.*** **Foreign Travel & Subsistence:** Use the table provided to outline markets visited and meetings/market research conducted

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| Market Visited | Who travelled | Dates visited | Who did you meet and for what purpose did you meet them |
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*\*Add additional rows as required** **Trade Fair Costs: -** provide details of the trade fair/exhibition attended and potential leads or sales that were generated.
* **Consultancy Fees:** List the name and responsibility of any consultant/consultancy firm used to assist with the internationalisation project. If a report was completed by the consultant, please attach a copy with your claim.
* **Prototype Costs:** Describe the prototype under development and the status of the prototype at present.
* **Business Accelerator Costs:** provide the name and responsibility of any Business Accelerator used to assist with the Internationalisation project. If a report was completed by the Business Accelerator, please attach a copy with your claim.

**Section 3. Project Outcome - Opportunities Identified and Next Steps*** What was the outcome of your HPSU Feasibility Grant Project? Please list. (if this is not your final claim please list milestones and achievements to date)
* What follow up actions are you going to engage in? Include “to do” list of additional tasks and timeframe for completion.
* Have Financial Projections been completed? If yes, please provide as an attachment.
* Has a business plan been completed? If yes, please provide as an attachment.
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