**Progress Report**

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| Leaving any sections blank, or deleting any sections will result in this Progress Report and your claim being returned for completion and will result in delays to grant payments. |

Place an X in the appropriate box below. (Consult your Letter of Offer if unsure.)

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|  |  | R&D/RD&I |
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|  |  | Agile Innovation Grant |
|  |  |  |
|  |  | Digital Process Innovation Grant |
|  |  |  |
|  |  | Business Innovation Initiative Grant |
|  |  |  |
|  |  | Disruptive Technologies Innovation Fund (DTIF) RD&I Revenue |

One report per project number required

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| **Company Name:** |  | **Project No.** |  |
| **Claim contact:** |  | **Claim No.** |  |
| **Project Title:** |  |
| **Claim Start Date****(i.e. earliest timesheet date)****Must be the same date as in the associated claim form!** |  | **Claim End Date****(i.e. latest timesheet date)****Must be the same date as in the associated claim form!** |  |
| **Author(s):**(of this Progress Report) |  |

1. Type ***under*** the shaded boxes below – **do not type in the shaded boxes**.
2. This report should be restricted to the activity carried out **during this claim period only**. Previously reported progress should only be briefly referenced where required to explain an action.
3. Give a response to each section – **do not leave any section blank**. For any sections that are not applicable, state why, e.g. if no Materials are being claimed, state this in the Materials section.

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| **Project Objectives***What are the objectives of the project? – summarise the context and background (10-20 lines).**[Refer to the original application including specific metrics and targets].* |

Response:

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| **Activities carried out***What developments/improvements have been carried out as part of the project?* |

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| **Planned v Actual deliverables***Comment on the planned deliverables (as per your Application) and the actual deliverables achieved in this claim period.* |

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| **Variations in Company employees in Application v Company employees Claimed***Justify* ***any*** *differences between the employee resources described in your Application, and the actual employee resources used (if any).* |

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| **Have there been any other changes since this project was approved?** |

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| **Activities carried out by Consultants (if any)***Include details of work undertaken by Consultants. Reports compiled by Consultants may be requested as part of the Inspection process.**Justify* ***all*** *differences between the Consultants described in your Application, and the actual Consultants used (if any).* |

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| **Prototypes developed (if any)***List all the prototypes developed. Where is/are the prototype(s) located? Who currently owns the prototypes? Is there any cost recovery from Prototypes developed?* |

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| **Materials usage on the project (if any)***Describe exactly the impact of the materials spend on the project. What happened these materials? Is there any cost recovery on materials claimed?**Justify* ***all*** *differences between the Materials described in your Application, and the actual Materials used (if any).* |

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| **Travel & Subsistence costs relating to the project work (if any)***List the impact of any Travel undertaken.**Justify all differences between the Travel described in your Application, and the actual Travel undertaken (if any).* |

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| **IPR***Has the company been granted a patent as a result of this grant aided project? List the patent numbers and attach copies of the first page of the patent showing the patent number and applicant/owner details.* |

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| **Project Impacts, Challenges, and Learnings.***List the key impacts to date. Include where relevant:**1)* ***Measurable and qualitative operational improvements*** *e.g., cost savings, reduction in delivery lead times, capacity increases, etc.**2)* ***Strategic business impacts*** *e.g., increased productivity, competitiveness, resilience, sustainability.**[Insert illustrative diagrams, charts, photos, or product links where possible].**3) List any significant new learnings that may have wider applications beyond this project.*4) *List any significant challenges that may have impeded the delivery of the project objectives.**Have there been any significant deviations from the original plan? Explain the context and rationale for deviations and how the changes impact on the project objectives?* |

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| **Summary***State the percentage completion of the project.**Give an account of the next steps to be undertaken to complete the project (i.e. what’s left to be done?).**[Refer to the original application including specific metrics and targets].*Do you expect this project as per the original application to be completed? |

The project is currently approximately X % complete.