

**REISS Priming Grant Progress Report**

*Submit with Grant Claim (maximum of two claims permitted)*

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| **Name of Grantee Company:** |  |
| **Project Number:** |  |
| **Contact Name for Queries:** |  |
| **Phone Number:** |  |
| **Email Address:** |  |
| **Start Date of Study** |  |
| **Completion Date of Study** |  |
| **Name of Enterprise Ireland Development Adviser:** |  |
| **Which claim is this?** | Interim (1st) Claim / Final (2nd) Claim *<<Delete as appropriate>>* |

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| ***Section 1 – Objectives:*** *List the objectives of the project for which you were approved a REISS Priming Grant (in bullet point format) as detailed on the submitted application form and the Key Performance Indicators document as agreed with your RDE (and required under Schedule D of your Letter of Offer).* *<<add more lines as/if required>>* |

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| ***Section 2. – Activities:*** *Outline the main activities/tasks undertaken and progress achieved for the categories under which you are claiming as aligned with your original KPI Document (Please delete categories which do not apply to your project).***Section 2A Interim (First) Claim:** * **Personnel and Overhead:** *List principal activities to be carried out by the person engaged. As this is an interim or first claim please also include the Job Specification, (a copy of the Contract of Employment and the First Payslip should also be included with your claim).*
* **Rent:** *Where applicable please outline the type of space rented. A copy of the Rental Agreement should be included with your claim (which will include start and finish date, the projected value of the lease, a description, and the specific address of the rented space).*
* **Other Supported Category:** *if you are submitting a claim for additional activities, include them here with an explanation of the work carried out up to the claim date.*
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*<<add more lines as/if required >>***Section 2B Final (Second) Claim:*** **Consultancy Fees:** *List the name and responsibility of any consultant/consultancy firm used to assist with the project. Where a report was completed by the consultant, please attach a copy with your claim.*
* **Travel & Subsistence:** *Outline the Domestic/Foreign travel expenses incurred by Company employees or Foreign travel expenses undertaken by consultants and in line with your application (e.g. Site Visits, attendance at conferences etc.).*
* **Personnel and Overhead:** *At the Final Claim stage (2nd claim), list the principal activities carried out by the person engaged and their role in bringing the project to a successful outcome. (Please provide confirmation that the role was retained for a period of 12 months to allow for validation of the advance payment of the grant paid under this category).*
* **Promotion:** *Where applicable, please outline the type of promotion carried out over the course of the project as detailed in your original application and your KPI Document.*
* **Rent:** *Where applicable, please outline the type of space rented. Provide confirmation of invoices and payments for the rent paid over the 12 month period (to allow for validation of the advance payment of the grant paid under this category).*

*<<add more lines as/if required >>* |

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| **Section 3. – Outcomes:** *Summarise the findings of the Priming Grant, the Outcome of the work done and the plans for further activity. Where relevant, submit outline copies of the project plans, drawings, costings, etc. Comment on the opportunities identified and the proposed next steps.** What was the outcome of your REISS Priming Grant Project? Include a comparison with your initial KPI Document as agreed with your RDE at the start of the project.
* What follow up actions are you going to engage in? Include “to do” list of additional tasks and timeframe for completion.

*<<add more lines as/if required >>* |