

Final Report Guidelines

At the end of your CBMNet Business Interaction Voucher Award two things must happen to be able to claim the funding:

- 1. The Principle Investigator (lead academic) must submit a final report to the CBMNet Network Manager**
- 2. An invoice must be submitted by your university as outlined in the CBMNet Business Interaction Voucher Operational Guidelines**

Only once this report has been received will the invoice be paid.

The Final Report should be a maximum of 2 A4 pages in length (Font size 12) and contain the following:

- A summary of what was achieved rather than a summary of the experiments undertaken (although including some limited experimental data would be fine)
- The list of deliverables from the original application and show how many of these were achieved. It is fine if not all of these deliverables were achieved, as research doesn't always happen as planned, but the report should explain briefly why any deliverables weren't achieved and what was achieved instead (if applicable)
- The benefits of the project to both the academic(s) and the company(s) should be highlighted (examples may be an academic paper, joint patent, applying research to a new application, company has gained VC funding, increases sales etc.)
- Plans for extending the collaboration beyond the end of the project should be outlined (examples could be applying for TSB funding, supporting a PhD student, KTP, proposal being submitted to company board etc.)

All Final Reports should be submitted electronically as a PDF to jen.evans@shef.ac.uk.