

Final Report Guidelines

By accepting a Proof-of-Concept award from CBMNet you are agreeing to the following reporting requirements.

1. During your Proof-of-Concept award

You will be expected to take part in CBMNet events. Progress of supported projects will be monitored through compulsory presentation of findings (updating on progress towards milestones and deliverables to ensure the project is on track) at the network meetings that occur during the funding period.

2. At the end of your Proof-of-Concept award

At the end of your CBMNet Proof-of-Concept 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 Proof of Concept 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.

3. Post-award

6 months after the completion of your award you are required to complete a report of how the work undertaken has led to funding bids and other outcomes will be required.

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

- A summary of what has happened in the 6 months post award completion
- Any further 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.)
- Information on further funding bids and any other outcomes

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