# PRINCIPAL INVESTIGATOR REPORT

# COMMERCIALISATION FUNDED PROJECTS

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| SINGLE STAGE PROJECT |
| PROJECT CODE  |  |
| PROJECT TITLE  |  |
| PROJECT DATES | START DATE | FINISH DATE  |
| MARK AS APPROPRIATE | INTERIM REPORT  | FINAL REPORT  |

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| MULTI STAGE PROJECT: |
| **PROJECT CODE**  |  |
| **PROJECT TITLE**  |  |
| **PROJECT STAGE NO** |  |
| **PROJECT STAGE DATES** | **PROJECT STAGE START DATE** | **PROJECT STAGE FNISH DATE** |
| **REPORT DATE**  |  |
| **MARK AS APPROPRIATE** | **INTERIM REPORT**  | **END OF STAGE REPORT**  | **FINAL REPORT** |

## PAYMENT WILL BE MADE ONLY WHEN THE PRINCIPAL INVESTIGATOR REPORT IS RECEIVED AND ACCEPTED BY ENTERPRISE IRELAND. REPORTS SHOULD BE SUBMITTED BY E-MAIL TO INSTITUTES.CONTRACTS@ENTERPRISE-IRELAND.COM.

## GUIDELINES FOR COMPLETING THE REPORT:

## FOR SINGLE STAGE PROJECT INTERIM AND FINAL REPORTS: COMPLETE SECTIONS 1-2.

## FOR MULTI-STAGE PROJECT INTERIM AND FINAL REPORTS- COMPLETE SECTIONS 1-2.

## FOR MULTI-STAGE PROJECT END OF STAGE REPORT-COMPLETE SECTIONS 1-3.

## SECTION 1 ADMINISTRATIVE DETAILS

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| PRINCIPAL INVESTIGATOR  |
| TITLE AND NAME: |  |
| ORGANISATION: |  |
| ADDRESS: |  |
| TEL. NO. |  |
| E-MAIL: |  |

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| 1.2. COLLABORATIVE RESEARCHER (IF APPLICABLE) |
| TITLE AND NAME: |  |
| ORGANISATION: |  |
| ADDRESS: |  |
| TEL. NO. |  |
| E-MAIL: |  |

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| 1.3. SUMMARY OF RESEARCH WORK TO DATE (MAX 200 WORDS) |
| PROVIDE AN OVERVIEW OF THE WORK PERFORMED TO ACHIEVE THE COMMERCIAL AND TECHNICAL OBJECTIVES FOR THE PROJECT/PROJECT STAGE. |

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| 1.4. STAFF SUMMARY |
| MANDATORY: LIST THE NAMES OF ALL FUNDED AND NON-FUNDED PROJECT TEAM MEMBERS CONTRIBUTING TO THIS PROJECT DURING THIS REPORTING PERIOD. |
| TEAM MEMBER NAME | GENDERMALE / FEMALE | FUNDED / NOT FUNDED  |
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| **1.5. CAPITAL EQUIPMENT SUMMARY** |
| **MANDATORY: FOR CAPITAL EQUIPMENT ITEMS > €5,000 REQUESTED AS PART OF PROJECT COSTS, PROVIDE DETAILS REQUESTED BELOW:** |
| **ITEM 1:** |
| **DETAILS OF CAPITAL ITEMS APPROVED FOR FUNDING** |  |
| **DETAILS OF CAPITAL ITEMS PURCHASED** |  |
| **LOCATION OF CAPITAL ITEMS**  |  |
| **FIXED ASSET REGISTER NUMBER** |  |
| **ITEM 2:** |
| **DETAILS OF CAPITAL ITEMS APPROVED FOR FUNDING** |  |
| **DETAILS OF CAPITAL ITEMS PURCHASED** |  |
| **LOCATION OF CAPITAL ITEMS**  |  |
| **FIXED ASSET REGISTER NUMBER** |  |
| **ITEM 3:** |
| **DETAILS OF CAPITAL ITEMS APPROVED FOR FUNDING** |  |
| **DETAILS OF CAPITAL ITEMS PURCHASED** |  |
| **LOCATION OF CAPITAL ITEMS**  |  |
| **FIXED ASSET REGISTER NUMBER** |  |

**SECTION 2: PROJECT REVIEW**

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| **2.1. PROGRESS UPDATE** (copy the template below to include additional work packages) |
| **WP-1 TITLE** |  |
| **START DATE** |  | **FINISH DATE** |  |
| **DESCRIPTION** |  |
| **WP-1 DELIVERABLES** |
| **DELIVERABLE NO:** | **DELIVERABLE TITLE** | **DATE DUE****(FROM ANNEX 2)** | **DATE SUBMITTED TO EI** |
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| **DESCRIBE THE PROGRESS OF THE WORK PACKAGE INCLUDING:*** **CURRENT STATUS**
* **OUTLOOK FOR THE REMAINING PERIOD**
* **IS WORK SCHEDULE IN ACCORDANCE WITH THE STATED DELIVERABLES**
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| **WP-2 TITLE** |  |
| **START DATE** |  | **FINISH DATE** |  |
| **DESCRIPTION** |  |
| **WP-2 DELIVERABLES** |
| **DELIVERABLE NO:** | **DELIVERABLE TITLE** | **DATE DUE** **(FROM ANNEX 2)** | **DATE SUBMITTED TO EI** |
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| **DESCRIBE THE PROGRESS OF THE WORK PACKAGE INCLUDING:*** **CURRENT STATUS**
* **OUTLOOK FOR THE REMAINING PERIOD**
* **IS WORK SCHEDULE IN ACCORDANCE WITH THE STATED DELIVERABLES**
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| **WP-3 TITLE** |  |
| **START DATE** |  | **FINISH DATE** |  |
| **DESCRIPTION** |  |
| **WP-3 DELIVERABLES** |
| **DELIVERABLE NO:** | **DELIVERABLE TITLE** | **DATE DUE****(FROM ANNEX 2)** | **DATE SUBMITTED TO EI** |
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| **DESCRIBE THE PROGRESS OF THE WORK PACKAGE INCLUDING:*** **CURRENT STATUS**
* **OUTLOOK FOR THE REMAINING PERIOD**
* **IS WORK SCHEDULE IN ACCORDANCE WITH THE STATED DELIVERABLES**
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| 2.2. OUTLINE PROPOSED MAJOR CHANGES TO PROJECT/NEXT PROJECT STAGE WORKPLAN  |
| NOTE: MAJOR CHANGES TO THE WORKPLAN MUST BE DISCUSSED WITH THE ENTERPRISE IRELAND COMMERCIALISATION SPECIALIST CASE MANAGER WHO WILL DECIDE IF THE CHANGES MUST BE APPROVED BY ENTERPRISE IRELAND THROUGH SUBMISSION OF A PROJECT ALTERATION FORM (PAF) DETAILING THE REQUESTED CHANGES.FOR EACH PROPOSED PROJECT WORKPLAN CHANGE:LIST THE PROJECT STAGE NUMBER, WORKPACKAGE NUMBER, GO/NO GO KEY DELIVERABLES TO/FOR WHICH CHANGES ARE PROPOSED:OUTLINE THE CHANGES PROPOSED:PROVIDE A EXPLANATION AS TO WHY THESE CHANGES ARE PROPOSED: |

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| 2.3. SUMMARISE THE CURRENT PROPOSED IP ASSETS BEING DEVELOPED IN THIS PROJECT.  |
| COMMENT ON CURRENT OR PROPOSED PUBLICATION PLAN E.G ABSTRACTS, CONFERENCES, IDFS, PATENT APPLICATIONS ETC. |

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| 2.4. SUMMARISE THE CURRENT STATUS OF COMMERCIALISATION OF THE TECHNOLOGY.  |
| COMMENT ON ANY POTENTIAL OPPORTUNITIES AND/OR ISSUES FOR THIS TECHNOLOGY. |

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| 2.5. GANTT CHART  |

**SECTION 3: END OF STAGE REPORT – MULTI STAGE PROJECTS ONLY**

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| **3.1. GO / NO GO (KEY) DELIVERABLES REPORT** |
| **GO / NO GO (KEY) DELIVERABLE NO** | **GO / NO GO (KEY) DELIVERABLE TITLE**  | **MONTH DUE (FROM ANNEX 2)**  | **DATE SUBMITTED TO EI** | **DELIVERABLE ACHIEVED** |
|  |  |  |  |  |
| **WHERE THE DELIVERABLE HAS NOT BEEN ACHIEVED / SUBMITTED TO EI, PLEASE PROVIDE AN UPDATE ON STATUS. EXPLAIN THE ISSUE / DELAY WITH THE DELVIERABLE AND THE CONTINGENCY PLAN** |

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| **GO / NO GO (KEY) DELIVERABLE NO** | **GO / NO GO (KEY) DELIVERABLE TITLE**  | **MONTH DUE (FROM ANNEX 2)** | **DATE SUBMITTED TO EI** | **DELIVERABLE ACHIEVED** |
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| **WHERE THE DELIVERABLE HAS NOT BEEN ACHIEVED / SUBMITTED TO EI, PLEASE PROVIDE AN UPDATE ON STATUS. EXPLAIN THE ISSUE / DELAY WITH THE DELVIERABLE AND THE CONTINGENCY PLAN** |

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| **GO / NO GO (KEY) DELIVERABLE NO** | **GO / NO GO (KEY) DELIVERABLE TITLE**  | **MONTH DUE (FROM ANNEX 2)** | **DATE SUBMITTED TO EI** | **DELIVERABLE ACHIEVED** |
|  |  |  |  |  |
| **WHERE THE DELIVERABLE HAS NOT BEEN ACHIEVED / SUBMITTED TO EI, PLEASE PROVIDE AN UPDATE ON STATUS. EXPLAIN THE ISSUE / DELAY WITH THE DELVIERABLE AND THE CONTINGENCY PLAN** |

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| **GO / NO GO (KEY) DELIVERABLE NO** | **GO / NO GO (KEY) DELIVERABLE TITLE**  | **MONTH DUE (FROM ANNEX 2)** | **DATE SUBMITTED TO EI** | **DELIVERABLE ACHIEVED** |
|  |  |  |  |  |
| **WHERE THE DELIVERABLE HAS NOT BEEN ACHIEVED / SUBMITTED TO EI, PLEASE PROVIDE AN UPDATE ON STATUS. EXPLAIN THE ISSUE / DELAY WITH THE DELVIERABLE AND THE CONTINGENCY PLAN** |

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| **GO / NO GO (KEY) DELIVERABLE NO** | **GO / NO GO (KEY) DELIVERABLE TITLE**  | **MONTH DUE (FROM ANNEX 2)** | **DATE SUBMITTED TO EI** | **DELIVERABLE ACHIEVED** |
|  |  |  |  |  |
| **WHERE THE DELIVERABLE HAS NOT BEEN ACHIEVED / SUBMITTED TO EI, PLEASE PROVIDE AN UPDATE ON STATUS. EXPLAIN THE ISSUE / DELAY WITH THE DELVIERABLE AND THE CONTINGENCY PLAN** |

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| **GO / NO GO (KEY) DELIVERABLE NO** | **GO / NO GO (KEY) DELIVERABLE TITLE**  | **MONTH DUE (FROM ANNEX 2)** | **DATE SUBMITTED TO EI** | **DELIVERABLE ACHIEVED** |
|  |  |  |  |  |
| **WHERE THE DELIVERABLE HAS NOT BEEN ACHIEVED / SUBMITTED TO EI, PLEASE PROVIDE AN UPDATE ON STATUS. EXPLAIN THE ISSUE / DELAY WITH THE DELVIERABLE AND THE CONTINGENCY PLAN** |