

## Biomedical Translation Bridge - end of project report

This is an example end of project report intended for use with the Biomedical Translation Bridge grant opportunity. You must not submit your end of project report using this document. You will be required to complete the same information directly into the portal. The Commonwealth reserves the option to amend or adjust this end of project report template.

### 1. Project achievements

- a. Complete the following information, updating for all milestones shown in the Activity Schedule of your grant agreement.

No	Milestone description	Agreed completion date	Actual /anticipated completion date	Milestone progress (% complete) by the project end date
1.	[milestone 1 name]	dd/mm/yy		
2.	[milestone 2 name]	dd/mm/yy		
3.	[milestone 3 name]	dd/mm/yy		
4.	[milestone 4 name]	dd/mm/yy		

- b. Briefly outline the project milestones and activities completed by the project end date. If applicable, comment on why all milestones/activities were not completed by the project end date.

- c. Are there any planned events relating to the project that you are required to notify us about in accordance with your agreement?  yes  no

If yes, please provide details of the event including date, time, purpose of the event and key stakeholders expected to attend.

- d. Attach any evidence required with this report to demonstrate progress or successful completion of your project. List the attached documents below against the relevant activities, or provide web links for any publicly available information.

If your files are bigger than 2.0MB you can email them to [btb@industry.gov.au](mailto:btb@industry.gov.au), noting your application ID.

## 2. Project outcomes

- a. Outline the project outcomes achieved by the project end date.

- b. Do the achieved project outcomes align with those specified in the grant agreement?  yes  no

If no, explain why.

## 3. Details of research ventures

You must attach a separate venture details report for each research venture you have funded. You are not required to resubmit venture details reports you have already submitted. A template for the venture details report is on [business.gov.au](http://business.gov.au). In the venture details report you must provide the following details

- a. Name of the organisation receiving BTB research funding.
- b. ABN of the organisation receiving BTB research funding
- c. Address of the organisation receiving BTB research funding.
- d. Amount of BTB research funding provided to this organisation.
- e. The start and end date of your contract with the research organisation.
- f. Nature of the research? You must provide a brief outline the research objectives.
- g. How the research aligns with the objective to result ultimately in preventative interventions, cures and treatments for diseases that address health problems of national significance.
- h. Progress of research. If it is not progressing as planned what are the reasons?
- i. Organisation's progress on spending the BTB funds as detailed in your contract with them.
- j. Any measurable outcomes of the research.
- k. Any planned events relating to the research ventures that you are required to notify us about in accordance with your agreement. If yes, provide details of the event including date, time, purpose of the event and key stakeholders expected to attend.

## 4. Project benefits

- a. What benefits has the project achieved?

b. What ongoing impact will the project have?

c. Did the project result in any unexpected benefits?  yes  no

If yes, explain why.

d. Is there any other information you wish to provide about your project?  yes  no

If yes, provide details.

## 5. Total eligible project expenditure

a. Complete the following fields to show the total actual eligible expenditure incurred on the project. All expenditure should be GST exclusive. We may ask you to provide evidence of costs incurred.

Refer to the Biomedical Translation Bridge grant opportunity guidelines or contact us if you have any questions about eligible expenditure.

Eligible expenditure items	Total
Direct labour costs	\$
Contract expenditure	\$
Travel	\$
Staff training	\$
Other eligible expenditure	\$
Funding allocated to research ventures	\$
<b>Total project</b>	<b>\$</b>

b. Was the expenditure incurred in accordance with the activity budget in the grant agreement?  yes  no

If no, explain the reason for a project underspend or overspend, or any other significant changes to the budget.

## 6. Project funding

### 5.1 Cash contributions

- a. List all cash contributions to your BTB project. This includes your own contributions as well as any contributions from government (except this grant), project partners or philanthropic donations, third party sponsorship, co-investment or others.

Contributor	Total
	\$
	\$
<b>Total</b>	\$

### 5.2 In-kind contributions

- b. List all in-kind contributions to your project. This includes your own in-kind contributions as well as any contributions from government, project partners or others. Note that in-kind contributions are not considered eligible expenditure and will not from part of your budget.

Contributor	In-kind support provided	Value
		\$
		\$
<b>Total</b>		\$

## 7. Bank account details

Have your bank account details changed since your last payment?  yes  no

If yes, we will provide you with a form to complete your new bank details.

## 8. Certification

I .....being a person duly authorised by the grantee hereby certify that:

- the information in this report is accurate, complete and not misleading and that I understand the giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth).
- the grant was spent in accordance with the grant agreement.
- I am aware of the grantee's obligations under their grant agreement, including survival clauses.
- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.

Signed .....Date

[Position/ title]