

Biomedical Translation Bridge - progress report

This is an example progress report intended for use with the Biomedical Translation Bridge grant opportunity. You must not submit your progress 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 progress report template.

1. Project progress

- 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) at end of reporting period
	[milestone 1 name]	dd/mm/yy		
	[milestone 2 name]	dd/mm/yy		
	[milestone 3 name]	dd/mm/yy		
	[milestone 4 name]	dd/mm/yy		

- b. Describe the eligible activities you completed during this reporting period, including your achievement of/progress against milestones and any outcomes achieved. If applicable, comment on why your progress is delayed.

- c. Is the overall project proceeding in line with your project plan and grant agreement? yes no

If no, identify any changes or anticipated issues. Comment on any impacts on project timing and outcomes and how you expect to manage these.

- d. 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.

- e. Attach evidence to demonstrate your progress against project milestones this reporting period. 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, noting your application ID.

2. Details of research ventures

You must attach a separate venture details report for each research venture you are funding. A template for the venture details report is on 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.

3. Eligible expenditure summary

Complete the following fields to show the eligible expenditure for your project.

All expenditure should be GST exclusive. We may ask you to provide evidence of costs incurred.

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

i. Eligible expenditure incurred to date	\$
ii. Eligible expenditure incurred this reporting period	\$
iii. Estimated expenditure for next reporting period	\$
iv. Estimated total expenditure in 2018-19	\$
v. Estimated total expenditure in 2019-20	\$

vi. Estimated total expenditure in 2020-21	\$
vii. Estimated total expenditure in 2021-22	\$
viii. Total estimate for project	\$

- a. Briefly explain the reason for any changes between the forecast and actual expenditure for the current reporting period, and any significant changes to the forecast budget for the remainder of the project.

- b. Is the project expenditure broadly in line with the activity budget in the grant agreement? yes no

If no, explain the reasons.

4. Project funding

4.1 Cash contributions

- a. List all cash contributions to the BTB project in the reporting period. 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
Total	\$

4.2 In-kind contributions

- b. List all in-kind contributions to your project in the reporting period. 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 form part of your budget. Insert rows as required.

Contributor	In-kind support provided	Value
		\$
		\$
Total		\$

5. 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.

6. Certification

Ibeing 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 activities identified above are for the purposes stated in the grant agreement.
- I am aware of the grantee's obligations under their grant agreement, including the need to keep the Commonwealth informed of any circumstances that may impact on the objectives, completion and/or outcomes of the agreed project.
- 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]