**DIN SEED PROJECTS
FINAL REPORT AND FINANCIAL STATEMENT**

Deliverables from DIN Seed Project funding include a final report and financial statement.

This document contains instructions and templates for the final report and financial statement. The

templates use MS Word and MS Excel tools in Microsoft Office. If you have questions about reporting or issues with document formatting, please contactinfo@defenceinnovationnetwork.com.

Please submit the final report and financial report to info@defenceinnovationnetwork.com.

**INSTRUCTIONS**

Reporting templates are included in this document following these instructions.

**DIN** **SEED PROJECT FINAL REPORT**

Please complete all items in the template marked by an asterisk (\*). While the other entries are considered optional, you are encouraged to share your thoughts, as these may benefit future endeavours.

**1. Project Summary**

This section replicates information in your original application, and will be completed by the DIN.

**2. Progress Report**

\* Objective #(1, 2, 3, etc): List the original project objectives. If there were more than three objectives in the original application, add them to the table as required.

\* Progress (on each objective): Were these objectives met? Please use a simple statement like “completed”, “partially complete”, “cancelled”, “revised” or “not attempted.”

Comments (on each objective): Were there significant changes to the Project or the objectives? If yes, please describe the significant changes and explain why they were made. For example, changes may have occurred due to:

* Requested funding being less than that required
* Changes to personnel or the organisation
* Project delays
* Change in scope or priorities
* Change in data source or problems with equipment

General Feedback: Did anything adversely affect the satisfactory and timely progress or completion of the Project? Examples of adversity include:

* Limited access to equipment or facilities
* Illness or turnover of skilled staff illness
* Conflicts with collaborators
* Legal or contractual issues

Technology Readiness Level (TRL): Did the project mature your product or capability to a greater technical readiness? If so, please estimate the change in TRL in these terms[[1]](#footnote-1):

|  |  |  |
| --- | --- | --- |
| **NASA Technology Readiness Level[[2]](#footnote-2)**:https://upload.wikimedia.org/wikipedia/commons/4/4b/NASA_TRL_Meter.png | **TRL** | **Properties** |
| 1 | Basic principles observed |
| 2 | Technology concept formulated |
| 3 | Experimental proof of concept |
| 4 | Technology validated in laboratory |
| 5 | Technology validated in relevant environment (industrially relevant in the case of key enabling technologies) |
| 6 | Technology demonstrated in (industrially) relevant environment |
| 7 | System prototype demonstration in operational environment |
| 8 | System complete and qualified |
| 9 | Actual system proven in operational environment (competitive manufacturing in the case of key enabling technologies) |

Seed projects will generally fall into TRL 1-4. For example, if the university partner developed software to convert a remote-control drone into a self-driving platform, the TRL for the auto-piloting product might increase from TRL 2 (concept) to TRL 3 (simulated flight), TRL 4 (successful laboratory flight testing), or TRL 5 (successful field testing). Progress to higher TRL levels will generally address scale-up, industry standards or certification processes.

**3. Project Outcomes**

\* Primary Impact: Briefly describe the significant results, outcomes and benefits arising from this Project. How did the research contribute to existing knowledge? What discoveries were made? Conversely, did this study reveal insights into fundamental issues or barriers preventing its application to Defence capability.

\* External Communications & Recognition: Please provide references to publicly-accessible communications generated for or related to this project. Examples include journal articles, conference proceedings, public lectures or forums, press releases, media coverage, websites and social media, exhibitions, prizes/awards/tributes (please provide award name, awardee, description/awarded by, date awarded).

Collateral Benefit: Has this project contributed to facilities, expertise or other outcomes particularly relevant to the NSW defence industry ecosystem? Are there other readily identifiable benefits, such as dual-use technologies, or economic, social, cultural or environmental contributions resulting from this project? Benefits could pertain to, for example, wider Australia, specific communities or industries within Australia, Australian economy and trade, or Australian multi-cultural cohesion. Is there evidence that this Project has had an impact in the broader public domain (including public policy, debate and initiatives?)

Opportunities: Did the Project lead to exciting new research directions, innovations and commercialization (eg., filed or pending patents), or lay the foundations for new research and/or partnerships? If so, briefly describe how.

End-user Comments or Endorsements: Have the results of this project been socialized or demonstrated to Defence end-users? If so, how and to whom (name/service/rank) and what was their response?

**4. Future DIN Support**

***The end of the project does not have to mean the end of your product research and development.***

\* External Contribution: Has this project been taken up by another funding body? If so, please briefly describe publicly-accessible information about this funding contribution. Is it part of a bigger project? If so, what is the project history? How did it start?

Further Developments: What future steps do you anticipate for this project? Are there plans to apply to larger grants or funding schemes, e.g. DIH, NGTF, ARC Linkage, Innovation Connections, CRC-P?

\* DIN Contribution: What sort of assistance can the DIN provide for those future steps (eg., making connections, facilitating future collaborations). We are always interested in furthering promising ideas.

**5. Financial Brief**

A financial statement is required for all publicly-funded grants. Please complete this brief and also the following financial statement. The purpose of this brief is to provide a standard overview across all DIN commissioned projects.

\* Summary of Expenditure: Generally the DIN can support roll-over of project funding, but requests for project extensions need to be recorded and approved.

**6. Further Information**

The DIN would like to be able to present ‘case studies’ to promote NSW Defence Innovation, networking and collaboration. Please feel free to provide any additional information you would like to share that has not been previously covered in this report, including photographs, videos, or links to online media or chat rooms.

**6. Conditions of Release**

The DIN must report annually on all commissioned projects. Please advise on what sections of this report can be made public or shared on our website and social media.

# DIN PILOT PROJECTS: FINAL REPORT

1. **PROJECT SUMMARY *(to be completed by the DIN)***

|  |
| --- |
| **PROJECT DETAILS** |
| PROJECT LEAD ORGANISATION  |  | LEAD ORG CONTACT/CI |  |
| COLLABORATING ORGANISATION |  | COLL ORG CONTACT/CI |  |
| PROJECT NAME |  |
| COMMENCEMENT DATE |  | COMPLETION DATE |  |
| DIN PROJECT FUNDING |  | IN-KIND VALUE |  |
| **PROJECT AIM** |
|  |

1. **PROGRESS REPORT**

|  |
| --- |
| **OBJECTIVES\*** |
| **Objective #1:** *Refer to objectives in the original application* | **Progress:** *e.g. completed/partially complete/revised* |
| **Comments:** *Explain progress on or changes to original objectives* |
| **Objective #2:** *(as above)* | **Progress:** *(as above)* |
| **Comments:** *(as above)* |
| **Objective #3:** *(as above)* | **Progress:** *(as above)* |
| **Comments:** *(as above)* |
| **GENERAL FEEDBACK** |
| ***How might your experience have been improved?*** |
| **TECHNICAL READINESS LEVEL\*** |
| ***Please estimate the TRL or change in TRL for any products this project has supported. Please provide the rationale for this assessment.*** |

1. **PROJECT OUTCOMES**

|  |
| --- |
| **PRIMARY IMPACT\*** |
| ***How do the outcomes of this project benefit the intended user?*** |
| **EXTERNAL COMMUNICATIONS AND RECOGNITION\*** |
| ***How might we promote your product or research outcomes?*** |
| **COLLATERAL BENEFIT** |
| ***Did this project generate spill-over socio-economic or environmental benefits, dual-use technologies, public discourse?*** |
| **OPPORTUNITIES\*** |
| ***Will this project lead to new research, innovation or collaborative partnerships? What are your plans to ensure continuation of the project?*** |
| **END-USER COMMENTS OR ENDORSEMENTS\*** |
| ***What does your intended end-user think of your input to Defence Capability? Do they have plans to support next steps for this project?*** |

1. **FUTURE DIN SUPPORT**

|  |
| --- |
| **EXTERNAL CONTRIBUTION\*** |
| ***Has this project been taken up by another funding body?*** |
| **FURTHER DEVELOPMENTS** |
| ***Where do you plan to go with the outcomes of this project?*** |
| **DIN CONTRIBUTION\*** |
| ***How might we support future developments?*** |

1. **FINANCIAL BRIEF – PLEASE ALSO COMPLETE THE FULL FINANCIAL STATEMENT**

|  |
| --- |
| **SUMMARY OF EXPENDITURE\*** |
| **DIN Cash Expenditure** | **$** |
| **In-kind Expenditure** | **$** |
| **Other Contributions[[3]](#footnote-3)** | **$** |

 **Comments:** *In the case of incomplete expenditure, please discuss amendments to proposed project and schedule.*

1. **FURTHER INFORMATION**

*e.g., Project-related online links, press releases, photographs or videos, conference or tradeshow proceedings*

1. **CONDITIONS OF RELEASE\***

*The DIN must report annually on all commissioned projects. Please advise us on what sections of this report can be made public or shared on our website and social media.*

**DIN SEED PROJECTS- FINANCIAL STATEMENT**

|  |  |
| --- | --- |
| Project title: |  |
|  |
|  |  |  |
| Refernce no: |   |
| University Partner: |  |
| Chief Investigator: |  |
| Industry Partner:  |  |
|  |   |
|  |  |  |
| Project start date: |  |
| Project end date: |  |
|  |  |  |
|  |  |  |
| **STATEMENT OF RECEIPTS AND EXPENDITURE FOR THE PERIOD:**  |
| *xx-xx-xxxx-xx-xx-xxxx* |
|  |  |  |
|  |  |  |
| **RECEIPTS** |  |  |
| Grant received from DIN |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **EXPENDITURE** |  |  |
| Salaries |  |  |
| Equipment |  |  |
| Materials & Consumables |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **BALANCE AS AT:** *insert date* |  |  |
|  |  |  |
|  |  |  |
| I certify that all funds expended have been used in accordance with the purposes for which the funds were provided, that the institution has complied with the terms and conditions of the Agreement and that accounts and records on which statement has been prepared were properly maintained in accordance with Ausralian Accounting Standards. |
|
|  |  |  |
| Signature: |  |  |
|  |  |  |
| Name: |   |
| Position: |   |
| Date: |   |

|  |
| --- |
| Provide the reason and explanation if the funds were unspent: |
|   |
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|  |  |  |
| Is the project complete? |  |  |
|  |  |  |
| Do you request extension to use remaining funds? |  |  |
|  |  |  |
| Requested end date of the project: |  |  |

1. This standard taken from M. Héder, “From NASA to EU: the evolution of the TRL scale in Public Sector Innovation,” *The Innovation Journal: The Pubic Sector Innovation Journal,* Volume 22(2), 2017, article 3. <https://www.innovation.cc/discussion-papers/22_2_3_heder_nasa-to-eu-trl-scale.pdf> [↑](#footnote-ref-1)
2. [https://web.archive.org/web/20051206035043/http://as.nasa.gov/aboutus/trl-introduction.html](https://web.archive.org/web/20051206035043/http%3A//as.nasa.gov/aboutus/trl-introduction.html) [↑](#footnote-ref-2)
3. This information is not mandatory, but is helpful when highlighting interest, impact or future developments. [↑](#footnote-ref-3)