

Joint Technical and Fiscal Reports must be submitted to and approved by SIIRD prior to grant disbursement.

Joint Technical Reports submitted to SIIRD will be treated in confidentiality. The purpose of the technical report is to enable SIIRD to monitor and evaluate the progress of the project.

The Joint Technical Reports shall describe the progress of the implementation of the Proposal. They shall be jointly prepared, signed and submitted by both companies to the SIIRD Management in softcopy. The Report shall be in \*.pdf or \*.doc format, and the Project Gantt Chart shall be in \*.mpp, \*.pdf or \*.xls format.

Both companies shall separately give SIIRD a presentation on the report in their respective countries after the submission of the reports. The presentations and demonstrations given by both companies shall be similar.

Evaluators from SIIRD will evaluate the progress of the project with reference to the submitted Joint Technical Reports, presentations and demonstrations.

## **Outline of Joint Interim Technical Report**

The report shall include clear descriptions on the following sections listed below.

**A. Joint Technical Report Cover page**

(Refer to [http://www.siird.com/guideline\\_forms\\_b.htm](http://www.siird.com/guideline_forms_b.htm))

**B. Table of Contents**

**C. Objectives**

1. What is the overall objective of the project?
2. What is the objective of the project for the reported period?

**D. Summary of Achievements**

1. What have the companies achieved in the reported period of the project?

**E. Summary of Delays and/or Deviations**

1. Are there any delays and/or deviations to the project development so far? If yes, please give a summary on the delay/deviation to the project development.

**F. Updated R&D Program Plan**

1. Based on the program plan proposed in the CPFA, update the progress of each project tasks using the table below.

S/N	Task Name	Planned % Complete	Actual % Complete	Man days	Responsibility (%)		
					<i>Israel Company</i>	<i>Singapore Company</i>	Sub-Con/Consultant
1							
2							
3							

2. Please use the table below to indicate any tasks that have delayed and/or deviated from the original program plan, including the reasons for delay/deviation, and its impact to the product and project completion date.

S/N	Tasks delayed/deviated from original plans	Reasons for the Delay/Deviation	Impact on product (features, spec, performance etc.)	Impact on project completion date
1				
2				
3				

3. Attach the updated Gantt Chart of the project.

**G. Interim Review**

1. Based on the proposed interim deliverables in the CPFA, have the companies completed them?
  - a) If yes, elaborate on how will they be demonstrated during the interim evaluation meetings in Singapore and Israel?
  - b) If no, what are the reasons for not meeting the proposed deliverables, and what will be demonstrated during the interim evaluation meetings in Singapore and Israel?

**H. Plans for Next Project Segment**

1. What are the plans for the next project segment? Include the list of deliverables for the next reporting period.
2. Is there any change in the plans? If there is, what are the reasons and the impact of the changes to the development and commercialization schedule of the original plan?

**I. Project Management**

1. What are the activities conducted by the companies to share know-how, update each other on individual progress of the project, and integrate results of their individual developments?

**J. Published Reprints** (if any)

1. Is there any publication and/or IP filed for the development of the product so far? If there is, please attach the relevant documents.

**Joint Interim Technical Reports**

Reports are to be submitted within 60 days following the half-way point of the project duration or following the dates as stipulated in the CPFA.

**Informal Reports**

In addition to the formal reports required under the CPFA, SIIRD welcomes prompt and informal reporting of significant project events. As a financial contributor to the project, SIIRD would like to be kept abreast of the project status.

*last updated: Apr 08*