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**Proof of concept – Final activity report**

**Acronym of your project** (e.g.: ACOVI)

Project reference (e.g.: 2018 POC 9)

To be returned by email to <[agrosfils@innoviris.brussels](mailto:agrosfils@innoviris.brussels)> for the attention of A. Grosfils

*Preamble*

*This document is intended for the supervisor and the researcher who benefit from a grant in the frame of the Obtaining Proof of Concept action. It explains the elements that have to be developed in the final activity report.*

*As a reminder, the activity report is a document that presents all the key elements that allow a project to be monitored and its actual state of progress to be estimated. It should allow the quantity and quality of the results obtained to be evaluated as much on a technical level as in terms of the valorisation of the results.*

*A paper version and an electronic version of this report should be sent to Innoviris at the latest 20 working days after the end of the subsidy.*

*The approval of the activity report by Innoviris is a sine qua non condition for the payment of the balance of the grant once the financial report and the supporting documents for expenditure have been analysed.*

*Innoviris reserves the right to request additional information or organise a meeting with the team to clarify certain aspects of the report if necessary. Such a meeting, in the presence of the KTO/KTI, may involve the presence of scientific experts in the fields to whom the report will be sent after signature of a confidentiality agreement.*

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# Summary sheet

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| BENEFICIARY |

Name of the host institution:

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| PROJECT SUPERVISOR |

Last name, first name:

Position:

Research unit:

Research field:

*To be completed in case of any modifications (delete if no modifications):*

Address: Street: Number/Postbox:

Postcode: Locality:

Telephone:

E-mail:

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| RESEARCHER |

Last name, first name:

University diploma:

*To be completed in case of any modifications (delete if no modifications):*

Address: Street: Number/Postbox:

Postcode: Locality:

Telephone:

E-mail:

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| PERSON RESPONSIBLE AT THE INTERFACE |

Last name, first name:

Position:

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| PROJECT TITLE |

*Indicate the title of the project and an acronym.*

**Project title:**

**Acronym:**

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| PROJECT SUMMARY |

*Provide a non-confidential summary (2 pages max) of the project and its state of progress:*

*The summary includes*

* *the context of the project*
* *the technology, method or innovative idea resulting from prior research, the feasibility and viability of which should be shown*
* *The challenges, risks and uncertainties which meant that feasibility and viability were all the more uncertain at the start of the project*
* *the results obtained on a technical and economic level*
* *a summary table specifying for each challenge/risk/uncertainty if the feasibility is actually demonstrated*
* *the schedule of the technical and economic developments still necessary with a view to the economic valorisation of the technology, method, or innovative idea*

**Summary of the project:**

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| STARTING DATE AND DURATION |

*Indicate the project's starting date and its duration.*

**Starting date:**

*(e.g. 01/10/2018)*

**Duration of the project (in months)**

*(e.g. 15 months)*

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| BUDGET FOR THE PROJECT'S IMPLEMENTATION |

*Indicate the amount of the grant awarded for the project's implementation.*

**Amount granted in €**:

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| IMPLEMENTATION OF THE PROJECT'S OBJECTIVES AND VALORISATION PROSPECTS |

*Please answer the questions below by ticking the most appropriate reply.*

**To what extent has the project been carried out in accordance with the initial work programme?**

□ The proof of concept targeted has actually been obtained.

□ The project has been carried out in accordance with the initial work programme (in terms of the implementation of the tasks and timing)

□ The project has been completed following modifications to the work programme

What are the main causes of this reorientation?

□ Technical constraints

□ Commercial constraints

□ Lack of human resources

□ Lack of financial resources

□ Other

□ The proof of concept targeted was not obtained.

What are the main reasons for this?

□ Technical constraints

□ Commercial constraints

□ Lack of human resources

□ Lack of financial resources

□ Other

□ The work was suspended before the end of the project

**What valorisation solution was chosen at the end of the project?**

□ Licence

□ Spin-off

□ None

**If the valorisation of the project's results allow the creation of a company, might it be the subject of a spin-off creation project via the corresponding Innoviris programme?**

□ yes

□ no

# State of progress of the project

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| CONTEXT AND OBJECTIVE OF THE PROJECT |

*(2 pages max)*

* *Briefly recall the context of the project*
* *The feasibility of which technology, method or idea should have been demonstrated? In what way is it innovative with regard to the state of the art?*
* *Recall the challenges, risks and uncertainties at the start of the project which meant that feasibility and viability were all the more uncertain. More specifically, list the concepts which remain to be validated.*

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| DETAILED DESCRIPTION OF THE WORK CARRIED OUT AND THE RESULTS OBTAINED |

*(20 pages max)*

### Reminder of the overall structure of the work programme

* *In an introductory paragraph, please recall the overall structure of the work programme (link between the work packages, etc.). Explain in what way and for what reasons the programme has been adapted over the past months. If applicable, present the new structure.*

### General condition of the project

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name WP** | **Planned status** | **Planned %** | **Current status** | **Current %** | **Comments** |
| WP1 XXX | Finished / In progress / Planned / New WP | 100.00% | Finished / In progress / Planned / New WP | 100.00% | e.g.: WP started late / WP started in advance / WP reduced / WP extended |
| WP2 YYY |  | 100.00% |  | 100.00% |  |
| WP3 ZZZ |  | €100,00 |  | 90.00% |  |
| WP4 WWW |  | 100.00% |  | 90.00% |  |

### Work carried out and results obtained during the project

*Use the following structure (for each Work Package for which tasks have been carried out):*

***WP X:***

1. **Reminder of the objectives, tasks and methods**

*Briefly recall the objectives, tasks/methods and deliverables expected for this WP.*

1. **Work carried out and results obtained from this WP**

*Describe the actions, methods and techniques used and discuss the results acquired and the deliverables obtained.*

**Annex to provide:** *Updated GANTT chart*

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| VALORISATION PROSPECTS |

*(4 pages max)*

*Describe the activities for obtaining the proof of socio-economic interest of the project's results.*

*What are the results obtained:*

* *Which of the market players have been consulted?*
* *How was the technology received by them?*
* *Has the existence of a market been confirmed?*
* *What is the estimated size of the market? What is the scope of it?*
* *Has the added value of the technology, method, or idea been confirmed? Has it evolved?*
* *Have you obtained signs of interest from potential customers or partners?*
* *What would be the best valorisation solution (Licence or spin-off)?*
* *What is the impact on the Brussels-Capital Region according to the valorisation solution selected?*
* *…*

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| INTELLECTUAL PROPERTY |

*Specify if one of the results of the project has been the subject of a patent or other intellectual property right application. Specify the selected solution.*

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| SCHEDULE WITH A VIEW TO VALORISATION |

*Describe the tasks and procedures that still have to be completed over the coming months in order to*

* *Finalise the technical developments in order to obtain a first saleable product, process or service (Minimum Viable Product level)*
* *Obtain all of the elements necessary for the product, process or service to be market, including, in the case of the creation of a spin-off, the drawing up of a business plan and its financial plan.*

**Annex to provide:** *GANTT chart over 3 years*

# Conclusion:

*(2 pages max)*

* *Reminder of the results obtained over the total period of the project and relation to the state of the art of the field (contribution);*
* *Outlook*
  + *from a scientific point of view*
  + *in terms of valorisation, including the prospect of submitting a LAUNCH – Brussels Spin-off project*
* *Impact for the Brussels-Capital Region*

*The conclusion will also include a paragraph which presents what you got out of the "Proof of Concept" experience (positive points and points to improve).*

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# Summary of the annexes to be provided

1. *An updated GANTT chart.*
2. *GANTT chart for the next 3 years.*

# Signatures

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| SIGNATURE AND DECLARATION OF THE SUPERVISOR AND THE RESEARCHER |

The researcher in charge of the project and its supervisor declare that all the information provided in this document is complete and correct and undertake to do everything to valorise the results of the project in the Brussels-Capital Region.

Name: .............................................................. Date:

Signed:

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| SIGNATURE AND DECLARATION OF THE PERSON RESPONSIBLE AT THE INTERFACE |

The project manager at the Interface declares to have read the activity report and confirms that

* all the information provided in this form is complete and correct;
* everything is done to valorise the results of the project in the Brussels-Capital Region.

Name: .............................................................. Date:

Signed: