**Quarterly Report**

**[Project Name]**

**[Principal Investigator Last Name]**

* **Executive Summary**

[Please, provide a brief one paragraph overview of your project activities so far, i.e. the technology you are developing, societal or economic problem it might solve, what you accomplished and what key challenges a still ahead.]

* **Project development**

[Please, in sufficient level of details describe what research work was done in the project. Clarify the current status of the innovation and any related intellectual property. Emphasize what results you believe to indicate project future success and what key challenges did you encounter. What was your approach to manage known issues and potential risks?]

* **Milestones**

[Please, fill in the following table]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Milestone planned for the report period | Initially outcomes expected | | Actual outcomes | Comments, proposals, potential solutions for unresolved issues |
|  |  |  |  |  |

* **Commercialization**

[Please, write a story answering the following questions. What did you do to start commercialization of your project? Describe what you learn about market situation. How did you get this knowledge and which sources did you use?]

* **Intellectual property**

[Please, explain if you submitted technology disclosure to KTO or were involved in other IP related activities? Describe other object of IP, such as IP of competitors, which you have studied during the reporting period.]

* **Budget and resources**

[Please, fill-in the table below and explain how you managed resources?]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type expenditure of | | Approved budget | Actual figures | Comments |
|  |  |  |  |  |

* **Team and collaborations**

List team members and clearly explain their personal contributions. Explain if you used partner support and what they exactly did for the project?]

* **Plans for next period**

[Please, explain key tasks for next project period what, when and how do you plan to achieve? What should and planned to be done differently as compared with described period?]