|  |  |
| --- | --- |
| Acting on behalf of Flanders Innovation & EntrepreneurshipKoning Albert II-laan 35, PO box 121030 Brussels **T** 0800 20 555info@vlaio.bewww.vlaio.be | **Contact:** T 0800 20 555email: bedrijfsinnovatiesteun@vlaio.be |

## TEMPLATE FOR A FINAL REPORT ON R&D FEASIBILITY STUDIES

**Version: September 2021**

|  |
| --- |
| *The final report consists of a Part A and a Part B. Part A applies to the project as a whole and is submitted by the coordinator. If there are several beneficiaries, you can choose to make one Part B for the entire project (preferred) or one Part B per company, which can then also be sent separately to Flanders Innovation & Entrepreneurship (VLAIO).**However, the final report will only be complete when all beneficiaries have sent their reports.* |

## Part A: General and substantive project information

|  |
| --- |
| GENERAL INFORMATION |
| **Project number (HBC.xxxx.xxxx):****Start date of project:****Your name and organisation:****Date of this final report:** |
| ACHIEVING THE INNOVATION GOAL AND PROJECT PROGRESS |
|  **The innovation goal was fully achieved, or beyond expectation**  **The innovation goal was largely achieved** **The innovation goal was only partly achieved with useful partial results** **The innovation goal was not achieved; there are no useful results***State the main results and clearly discuss the extent to which the innovation goal has been achieved. Please distinguish between the different sub-goals. In particular, specify the significant deviations from the original innovation goal and describe their impact.**Describe the results using solid and verifiable data where possible, referring to sources such as product information, patents, externally available data, publications etc.**If you have previously submitted information about the implementation, you can refer to that. You do not need to resubmit it.**If there are significant changes in the implementation of the project or in case certain goals were not achieved, please provide more detail and clarify alternative activities or options.* |

|  |
| --- |
| USE OF RESOURCES |
|  **Resources and manpower were deployed according to plan.** **There have been changes in the resources deployed, but the sum of the changes over the life-time of the project is limited** **There are major changes to the use of resources** *Please prepare the following performance table per project partner and for the achievements during the relevant period.**Performances must be proven by means of entries in a monitoring system, register, project accounts, etc., but supporting documents do not have to be attached to the report. It is also not necessary to calculate or prove the personnel costs.**Make sure you explain any significant changes to the information provided at the start of the project.*

|  |
| --- |
| **Performances between <date> and <date>**  |
| **Name of partner:** |  |
| **Name of staff member** | **Function/role within the project** | **Most important work packages that have been contributed to** | **Number of man months performed during this period** | **Cumulative until end of period** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  | **Total** |  |  |

*If significant subcontracting or other costs were budgeted for, please provide a brief overview of the realisation of this.* |

## Part B: Final report on the follow-up process

|  |
| --- |
| PROSPECTS, TAKING INTO ACCOUNT THE RESULTS OF THE PROJECT |
| *Looking at the results of your project, do you plan to invest more time and resources to move on to one or more applicable innovations (such as a marketable product or service, the introduction of a new or improved process, …)?* *No, because (multiple answers possible):** *The project results are insufficient to consider or justify any further investment*
* *The market situation has changed to such an extent that further investment no longer makes sense*
* *Our business strategy has changed and this is no longer within our scope*
* *Other: ...*

*Please explain your answer.* *Yes, we are going to invest more in this.* *Based on the project’s results, please discuss how the results will be used (valorised). Please be sure to consider the following aspects:** *The future process (risks, planning, costs, ...);*
* *The translation of the results into solid processes/products/services;*
* *The market opportunities/prospects of these innovations;*
* *Support tools that are being prepared based on the project’s results;*
* *Follow-up financing that is being prepared;*

 *We have already launched our project results onto the market or the results have already been implemented in our processes. Please explain your answer.***SOCIAL IMPACT***Supply an update on the expected societal impact (impact on the climate, environment, energy, circular economy, health, nutrition, education, mobility, etc.) in case of valorisation of the project results. How does this impact manifest itself and to what (qualitative) extent?* |
| EXPLANATORY NOTES OR ADDITIONAL COMMENTS (optional) |
| *Please include, if useful, any comments that you could not include elsewhere in the form here.* |