Schedule 3 – Information for progress and final Reports

S.3.1 The following information and material must be outlined in the progress and final Report/s submitted by the Applicant to the Challenge Owner, in accordance with clause 8.3(c) and clause 11.3(c) and the dates set out in agreed Schedule 1 and agreed Schedule 2.

a) an outline of the work completed on the development of the Proposed Solution for the period, having regard to the aims of the Feasibility Stage or Proof of Concept Stage of the SBIR Initiative, including:
    - a summary of outcomes achieved
    - any barriers or challenges, and how these were overcome
    - details of meetings with the Challenge Owner
b) the Applicant's view on the continuing viability of the Proposed Solution
c) any adverse matter which may affect the development of the Proposed Solution or the Applicant
d) activities planned for the next period of development of the Proposed Solution
e) an outline of how participation in the Feasibility Stage or Proof of Concept Stage of the SBIR Initiative has contributed to the Applicant's future development for the period, including:
    - any additional staff engaged by the Applicant
    - any financial benefit, such as the attraction of additional investment or increase in financial turnover
    - new collaborative opportunities (outside of the relationship with DITID and the Challenge Owner)
    - any other benefits the Applicant believes it has obtained from participating in the Feasibility Stage or Proof of Concept Stage of the SBIR Initiative
    - any benefits to the State of Queensland as a result of the Applicant's participation in the Feasibility Stage or Proof of Concept Stage of the SBIR Initiative
f) if the Challenge is subject to the ICT SME Participation Scheme, provide reporting information in accordance with clause 28 of these Terms.
g) (in the Final Report for the Proof of Concept Stage only) the Applicant's next steps to take the Developed Solution to a broader market.

S.3.2 A broad audience may be reviewing the Report. Avoid jargon, keep terminology clear and explain all technical terms and acronyms.