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 \*.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 Final Technical Report

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

## Joint Technical Report Cover page

(Downloadable from SIIRD website – Guidelines & Templates)

## Table of Contents

1. **Objectives**
	1. What is the overall objective of the project?

## Summary of Achievements

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

## Summary of Delays and/or Deviations

* 1. Please use the tables below to indicate any tasks that have delayed and/or deviated from the original programme plan, including the reasons for delay/deviation, and its impact to the product and project completion date as well as the implemented mitigation plans.

Table E-2.1a

|  |  |  |  |
| --- | --- | --- | --- |
| S/N | Tasks delayed/deviated from original plans | Reasons for the Delay/Deviation | For deviations, describe the change from the original plan1. *What was the original plan?*
2. *What was the implemented plan?*
 |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

Table E-2.1b

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S/N | Tasks delayed/deviated from original plans | Impact on final product cost and features(spec, performance etc.) | Impact on project completion date | Impact on final production schedule |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

## Updated R&D Programme Plan

* 1. Based on the programme 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 Months | Responsibility (%) |
| Israel Company | Singapore Company | Sub-Con/ ConsultantIsrael | Sub-Con/ ConsultantSingapore |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |

* 1. Attach the updated Gantt Chart of the project.

## Final Review

* 1. Please use the table below to indicate the status of the proposed project deliverables in the CPFA and whether the companies have completed them.
		1. If yes, elaborate on how they will be demonstrated during the final evaluation meetings in Singapore and Israel using either Annex A or Annex B (Demo Protocol)
		2. If no, what are the reasons for not meeting the proposed deliverables, and what will be demonstrated during the final evaluation meetings in Singapore and Israel?

The presentation/demonstration of each task should explain the key issues that were encountered and how they were resolved, the criteria that was used to determine successful completion of that task and the final output of that task.

|  |
| --- |
| **1St HALF, INTERIM (X MONTHS) PERIOD - TASKS, DELIVERABLES/MILESTONES** |
| **S/N** | **Task** | **Task Description** | **Duration** | **Deliverables/Milestones** | **Use Annex A or B to** | **Remarks** |
|  | **Name** | **(Detailed** | **(months)** |  | **describe how the** |  |
|  |  | **description of tasks** |  |  | **deliverables were** |  |
|  |  | **activities, tests,** |  |  | **presented/demonstrated** |  |
|  |  | **measurements etc)** |  |  | **during the interim review** |  |
| 1 |  |  |  |  | *Refer to Annex* |  |
| 2 |  |  |  |  | *Refer to Annex* |  |

|  |
| --- |
| **2nd HALF, FINAL ( X MONTHS) PERIOD - TASKS, DELIVERABLES/MILESTONES** |
| **S/N** | **Task** | **Task Description** | **Duration** | **Deliverables/Milestones** | **Use Annex A or B to** | **Remarks** |
|  | **Name** | **(Detailed** | **(months)** |  | **describe how the** |  |
|  |  | **description of tasks** |  |  | **deliverables will be** |  |
|  |  | **activities, tests,** |  |  | **presented/demonstrated** |  |
|  |  | **measurements etc)** |  |  | **during the final review** |  |
| 3 |  |  |  |  | *Refer to Annex* |  |
| 4 |  |  |  |  | *Refer to Annex* |  |

## 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?
	2. Use the table below to describe the frequency of meetings and teleconferences between both companies to discuss project related matters.

|  |  |  |  |
| --- | --- | --- | --- |
| S/N | Date | Type of meeting between companies (In person or teleconference etc.) | Purpose/Agenda |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **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.

# Final Joint Technical Reports

Final reports are due at the completion of the project. The Technical and Fiscal reports are to be submitted within 90 days following the end of the project duration.

# 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: May 2020*

 **Annexes**

## Annex A – SIIRD Project Demo Protocol

* **Individual Task Level Sample**

**Annex B – SIIRD Project Demo Protocol**

* **System Level Sample**

*\*Note: The demo protocol prepared by the companies should be quantifiable/measurable for each task/system to be demonstrated*

#  Annex A – SIIRD Project Demo Protocol (Individual Task Level)

## Description of Task as per CPFA :

|  |  |  |  |
| --- | --- | --- | --- |
| S/N | Task Name | Task Description | Methodology Used to Demonstrate Achievement / Completion of Deliverable |
| 4 | Finalized design of heatsink | Modify design of external heatsink based on results of temperature cycling | *{Description}* |

**Observation:**

**Conclusion:**

**Description of Task as per CPFA :**

|  |  |  |  |
| --- | --- | --- | --- |
| S/N | Task Name | Task Description | Methodology Used to DemonstrateAchievement / Completion of Deliverable |
| 12 | Performance test | Test the performance of developed power unit as per use case in the field | *{Description}* |

**Observation:**

**Conclusion:**

1. **Objective**

To test the performance of developed power unit in a real use case scenario

## System Setup

1. **Methodology / Test Sequence**
2. **Results**
3. **Conclusion**
4. **Work Plan and Deliverable Table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **Task Name** | **Task Description** | **Deliverables/ Milestones** | **Remarks** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |