# Connecticut Bioscience Innovation Fund (Bioscience Fund)

# Milestone Progress Report

*Completion of the Cover Page and Sections A-C is required. It should be completed by the principal investigator of each participating institution. The Cover Page must be signed by an authorized official to confirm institutional approval for the progress report including financial as well as other types of regulatory compliance.*

*Please complete within 30 days after completion of each milestone. If the last milestone is complete, use this template for the final report. This information is needed for purposes of program management, evaluation, fiscal accountability, and informing the public about the results of research supported under the Connecticut Bioscience Innovation Fund.*

Cover Page

|  |  |
| --- | --- |
| Bioscience Fund Project Number: |  |
| Institution:  |  |
| Title of Project: |  |
| Project Period Covered: |  |
| Milestone Number: |  |
| Principal Investigator (PI) Name: |  |
| PI Email: |  |
| PI phone  |  |
| PI Signature: |  |
| I certify that the statements herein are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. I agree to accept responsibilities for the scientific conduct of the project and to provide the required progress reports of this awarded project. |
| Date Signed: |  |
| Authorized Representative Title and Signature: |  |
| I certify that the statements herein are true, complete and accurate to the best of my knowledge, and accept the obligation to comply with all terms and conditions of the Connecticut Bioscience Innovation Fund Program and all applicable laws and ethical standards of this awarded project. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. |
| Date Signed: |  |

|  |
| --- |
| **SECTION** **A: MILESTONE METRICS TABLE***If applicable, check the appropriate boxes in the below table and complete the associated information.* |
| [ ] New Employees(since last milestone report) | Direct: (i.e., on institutional payroll) |  | Indirect:(e.g., vendors, service providers, CROs) |  |
| [ ]  New Collaborations(since last milestone report) | Collaborator Name: |  | Collaborator Institution: |  |
| [ ] Grant Dollars Attracted (e.g. NIH, NSF, SBIR grants)(since last milestone report) | Dollar Amount: |  | Source: |  |
| [ ]  Investment Dollars Attracted (e.g., angel, venture)(since last milestone report) | Dollar Amount: |  | Investor: |  |
| [ ] Revenue Generated(since last milestone report) | Dollar Amount: |  | Source: |  |
| [ ] New Patents Filed (since last milestone report) | Number: |  | Description: |  |
| [ ] New Copyrights (since last milestone report) | Number: |  |
| [ ] New Trademarks(since last milestone report) | Number: |  |
| [ ] New Licenses (since last milestone report) | To Whom: |  |
| [ ] New Project Publications(since last milestone report) | Citation: |  |
| [ ] New Collaborations (Description to be included in Section B, subpart (e) |  |

|  |  |
| --- | --- |
| [ ]  |  **SECTION B: MILESTONE ACHIEVEMENT Description of progress**  |
| *Describe in detail a comprehensive summary of milestone achievements. A written description as well as any associated data and/or supporting evidence should be included.*  If you have executed on the specified project milestone, provide a comprehensive summary of milestone achievements including:1. Summary of the general project’s activity thus far
2. Description of progress achieved relative to scheduled milestone; evidence detailing completion of associated tasks
3. Description of any problems encountered (i.e., scientific, business, etc.) and how the originally planned approach was modified
4. Identification of any significant scientific developments and all invention and intellectual property disclosures
5. Description of new collaborations after project start
6. Changes in leadership/management (including personnel)
 |
| If this is your final report and you have completed all milestones, provide a comprehensive review of your work including:1. Complete data analysis
2. Description of what you and your team learned as a result of the project and how it has moved it closer to commercialization
3. Details as to what the future holds for your innovation including next steps for the technology, team, funding/investment, etc.
 |

|  |  |
| --- | --- |
| [ ]  | **SECTION C: LAY SUMMARY FOR PUBLIC DISCLOSURE** (Page Limit: Up to one page) |
| *Include a project summary in language suitable for the public and press. The Lay Summary should include a basic* *overview of the project, current progress relating to the project, significant accomplishments achieved to date, and information regarding the next steps to be taken toward commercializing the product/technology/service.* |

**Submission Instructions:**

Please submit one signed PDF electronic copy of the report to the Connecticut Bioscience Innovation Fund to cbifreports@ctinnovations.com.

The report must have pages numbered at the bottom, 12-point font (either Arial or Helvetica) and one-inch margins.