



# Center of Innovation Phase I Grant

## Instructions on back

### Part I: Project Identification

Fiscal Agency \_\_\_\_\_  
 Address \_\_\_\_\_

Project Director(s) \_\_\_\_\_  
 Project Title \_\_\_\_\_

Award Amount \_\_\_\_\_  
 NCBC Agreement Number \_\_\_\_\_

Award Period FROM \_\_\_\_\_ TO \_\_\_\_\_  
 Report Period FROM \_\_\_\_\_ TO \_\_\_\_\_

Report Type (Check one)  Interim  Final

### Part II: Project Summary

(See instructions)

### Part III: Project – Current Status

Follow the Instructions for preparing the Project – Current Status description and attach to this Status Report cover page.

### Part IV: Supplementary Information

Follow the Instructions for attaching Supplementary Information.

### Part V: Signatures

PROJECT DIRECTOR SIGNATURE(S) \_\_\_\_\_ DATE \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

#### ***For Biotechnology Center Use Only***

REVIEWED BY \_\_\_\_\_ DATE \_\_\_\_\_

Biotechnology Center

# Instructions For Status Report Form: COI Phase I Grant

All Final Status Reports are due within 90 days after the completion date of the Project. All other required Status Reports are due within 45 days of the end of the reporting period as specified in the Grant Agreement.

If this report is an Interim Status Report, then the progress made since the last report should be addressed in both Part II: Project Summary and in Part III: Project – Current Status.

If this report is a Final Status Report, then the entire project should be covered in both Part II and III. Additionally, the specific project results obtained since the last interim report should be included in Part III: Project – Current Status.

Submit the report to:

Contracts and Grants  
North Carolina Biotechnology Center  
P.O. Box 13547  
Research Triangle Park, NC 27709-3547

## Part I: Project Identification

The identifying data in Part I should be the same as those contained in the Grant Agreement. On the line provided, specify whether this submission is an Interim or a Final Report.

## Part II: Project Summary

The Project Summary should provide an overview of what was put forward in the original Phase I grant proposal. It should include primary objectives and scope of the project, as well as, significance of this award to the region.

This summary may be used by the Biotechnology Center to answer inquires and to announce its awards through press releases and newsletters. These communications typically include the project title and information provided in this summary. If applicable, you may wish to have the project summary reviewed by appropriate counsel in order to protect your proprietary rights to technologies for which a patent may be, or is being, sought. If necessary, an additional sheet may be attached.

## Part III: Project – Current Status

This section of this report should be attached to the Status Report cover page. The Project – Current Status description submitted should contain more detail than that requested in Part II of this report and should include the following where appropriate:

- Description of the activities conducted during the course of the project.
- Description of the results of the project as relevant to the projected outcomes described in the original proposal.
- Discussion of the anticipated impact of the project on regional economic development.
- Explanation of any changes in personnel associated with this project.

## Part IV: Supplementary Information

Additional material or information that is either specifically required by the Grant Agreement or that you consider would be useful to the Biotechnology Center, should also be included, such as formal project reports, presentations, or other documents resulting from the project.

## Part V: Signatures

The report must be signed by the Project Director and an authorized official.