

Continuing Grant Annual Review Checklist

Font should be no smaller than 11pt with 1" margins on all sides

- Please complete cover page template (<http://www.sfaz.org/live/collection/grantees>)
- Please provide an **updated and non-technical** abstract for your project (200 words max)
- Summary of Substantive Technological/Scientific Achievements made by the Principal Investigator (PI) and the Industry Partner over the course of the grant term (Max 8 pages).**
 - Explain current status of the research project, in reference to milestones and contingencies outlined at the time of award for the term of the grant. Clarify and justify changes in research directions, delays, and plans for the upcoming funding year. Provide enough technical detail to validate your statements.
 - Describe 1) additional funding yielded (include source, dollar amount, and dates. Only include guaranteed or committed funding); 2) new collaborations with industry, government, or non-profit entities; 3) publications, published or in press and 4) patents applied for or received.
 - Describe the added value to Research Performing Institution(s), PI(s), and Industry partner(s) through this SFAz-sponsored program.
 - Please describe the frequency and forms of interactions between the PI and the industry partner when applicable.
- Value, Impact & Sustainability**
 - Describe the value this work brings to the Arizona taxpayers (100 words max)
 - Describe the impact this work will have in the relevant industries (100 words max)
 - Describe how the research will lead to commercialization of products and services (100 words max)
 - Describe how this work will be sustained after this grant ends (100 words max)
- Updated Milestone Report for current funding year on SFAz template** (<http://www.sfaz.org/live/collection/grantees>)
- Updated Milestone Report for next funding year on SFAz template**
- Updated Budget of Record (signed by sponsored projects) for next funding year on SFAz template** (<http://www.sfaz.org/live/collection/grantees>)
- For the current funding year, provide a letter from your industry match partners that states the total dollars spent as matching funds, over what period (month-day-year) and if these funds were cash or in-kind.**
- Provide a commitment letter from existing or new industry partners for any matching funds not previously committed for the next funding year. Matching funds and documentation must be in place prior to next year's funding.**