Letter of completion template [delete this text]

Applicant organisation letter head

Therapeutic Innovation Australia

Level 14

330 Collins Street

Melbourne VIC 3000

[DATE]

To whom it may concern

**RE: COMPLETION OF PIPELINE ACCELERATOR PROJECT**

I am writing to report that the Provider’s work on the project “PROJECT NAME” as supported by the Pipeline Accelerator scheme has now completed. The project team has prepared a report which appears as Appendix 1.

Kind regards,

Applicant

*(name, sign and date)*

Provider

*(name, sign and date)*

**Appendix 1: Completion report**

*Note: All details in this report will be kept commercial-in-confidence by default. Please specify if the project is/was covered by a non-disclosure agreement.*

Please fill in **one** of the following options:

🞎 Please **continue** to keep this report confidential and do not circulate outside of TIA

🞎 This report **may be reported publically** as an outcome of the TIA Pipeline Accelerator Scheme

**Project final report** (1 page max for <$20,000 award, 2 pages max for $50,000 award)

*Please write a brief report on the final outcome of the Project, using the guidance below, which is based on the MTPConnect case study format.*

**Images (optional):** Please include 1 high resolution picture that can be reproduced with the appropriate credit, *eg. Image © University of Erehwon*

### **Project overview:** Provide the main aim of the project, its ‘essence’, in ***one short sentence***.

### **Challenges and solutions:** Use some key facts and stats in this section to illustrate the challenges faced and solutions used to overcome them. What was the problem that the project set out to solve? What challenges has it faced in the process? How were these overcome? What were the key learnings?

### **Key point of interest/difference:** What is unique and interesting about this project? Is it an exciting new collaboration? A new type of partnership, between unexpected industries or collaborators? A new way of working? An Australian or global first? A landmark for IP? An investment opportunity?

### **Results:** Some key facts and stats to come out of the project, showing the difference between the stats mentioned above in the challenges or problems the project addressed.

### **So, what does it all mean? :** How is this project benefitting or changing the sector? What impact with the project have? Who will be or are the main beneficiaries? What does it mean for future projects or collaborations? How will it create lasting/important impact or change? What opportunities is it creating?

*(Describe immediate next steps in next section)*

### **Quote (optional):** If possible, provide a ***1 to 2 sentence quote from a project manager, collaborator or beneficiary*** highlighting what they see as a great achievement of the project.

**Next development steps**  (~1/2 page)

What are the immediate next steps (be they commercial or scientific) in the further development of this project?

**Potential Pipeline engagement** (~1/2 page)

Which other Pipeline members could assist in taking this project forward? If there are no suitable Pipeline members, which other Australian public-funded facilities or private companies could assist in taking this project forward?