

## TECHNOLOGY ASSESSMENT FINAL REPORT GUIDELINES

The following documentation must be submitted to Maryland Innovation Initiative Program within 30 days after the end of the award term: (as defined in section 4 (e) of the agreement.) **The final report must be submitted prior to applying for any other MII / TEDCO funding.**

1. An Overview of all activities undertaken during the course of the funded project.
2. A description of the results of the project and the success in achieving the milestones listed in Exhibit A (the application).
3. The impact of the technical milestone results on commercialization.
4. Request a final expenditure report of all Project expenditures incurred, **from the accounting office to be sent directly to Silvia Goncalves at [sgoncalves@tedcomd.com](mailto:sgoncalves@tedcomd.com) (Due 60 days after Award End Date)**. Be sure to cc Silvia in your email so she can follow up with the accounting office directly. **Forward a copy of your latest approved budget to the accounting office for reference.** Please note that the final accounting budget must match the approved project budget, including subcategories, within 10% of approved totals.
5. The Commercialization Plan (separate from the 5 page report) should include:
  - A clear market assessment and marketing strategy
  - Regulatory/reimbursement strategy if applicable)
  - Intellectual Property (Filings and Review of prior art)
  - The team, and their biographical information;
  - A viable revenue model; and
  - A strategy for financing the plan.

The submission and approval of the Final Report is required, along with financial/expense details, prior to the disbursement of your final award payment. The Final Report must be completed and submitted directly to [vgutierrez@tedcomd.com](mailto:vgutierrez@tedcomd.com) and the financial report to [sgoncalves@tedcomd.com](mailto:sgoncalves@tedcomd.com) and for review and approval by the Program Committee. *Final Report should not exceed 5 single sided pages.*

*Thank you for participating in this phase of the MII Program. Please let us know if TEDCO can assist in your commercialization efforts moving forward. We welcome any suggestions for ways in which to improve the MII Program.*

The MII Project Team

## COMPANY FORMATION FINAL REPORT GUIDELINES

The following documentation must be submitted to Maryland Innovation Initiative Program within 30 days after the end of the award term: (as defined in section 4 (e) of the agreement.) **The final report must be submitted prior to applying for any other MII / TEDCO funding.**

1. An Overview of all activities undertaken during the course of the funded project.
2. A description of the results of the project and the success in achieving the milestones listed in Exhibit A (the application).
3. The impact of the milestone results on commercialization.
4. An accounting of all Project expenditures incurred. Please note that the final accounting budget must match the approved project budget, including subcategories, within 10% of approved totals.
5. An indication of any follow-on funding related to commercialization being pursued as a result of the MII award. (NSF-SBIR, outside investments, etc.)
6. The number of employees, including name and title.
7. A summary of annual revenues.

The submission and approval of the Final Report, along with financial/expense details, is required prior to the disbursement of your final award payment. The Final Report must be completed and submitted directly to [sgoncalves@tedcomd.com](mailto:sgoncalves@tedcomd.com) and [vgutierrez@tedcomd.com](mailto:vgutierrez@tedcomd.com) for review and approval by the Program Committee. *Final Report should not exceed 5 single sided pages.*

In addition to the MII Final Report, **Economic Impact Reports**, must be provided on an annual basis for a period of ten (10) years following the award date of the last completed Phase funded through the Program. A reminder with guidelines for this report will be sent prior to the deadline.

*Thank you for participating in this phase of the MII Program. Please let us know if TEDCO can assist in your commercialization efforts moving forward. We welcome any suggestions for ways in which to improve the MII Program.*

The MII Project Team