



HIGHER EDUCATION COMMISSION

H-9, Islamabad (Pakistan)



Technology
Development Fund

For HEC use only
Proposal Identification Number

Final Progress Report

1. • All Principle investigators are to complete this report form with annexes.
2. • This report should be e-mailed back to Mr. Ghulam Sarwar gsarwar@hec.gov.pk and CC; Hummad Abbas <huabbas@hec.gov.pk>
3. • Please also send properly complied (bind + table of contents) without disturbing the format, 1 hard copies of the report.at

Ghulam Sarwar (Project/Field Coordinator)

Technology Development Fund

Research & Development Division,

Higher Education Commission, Sector H-9, Islamabad

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1. QUESTIONNAIRE

Please read the following statements carefully and answer Yes or No (if No give reason in relevant section).

1.	Project is completed as per approved proposal?	Yes	No
2.	License agreement signed?	Yes	No
3.	Confidentiality Disclosure Agreement signed?	Yes	No
4.	Material Transfer Agreement Signed?	Yes	No
5.	Patent granted?	Yes	No
6.	Patent filed?	Yes	No
7.	Trade mark obtained	Yes	No
8.	Copy rights obtained	Yes	No
9.	Any articles published under this project give numbers?	Yes	No

10.	Is product/process commercialized?	Yes	No
11.	Mass scale production started?	Yes	No
12.	All funds have been utilized?	Yes	No
13.	Is there any saving out of total funds to be surrendered?	Yes	No

Note: If your answer to questions 1-9 is **yes**, then please provide the copies of the same relevant section.

Name: - _____

Signature: - _____

CNIC Number: - _____

Date: - _____

2. PROJECT/PI PARTICULARS

Project Code	
Title of Project	
Name of Principal Investigator	
Email & contact (mobile) #	
Department & University/Institute	
Name, Email & Address, Contact (Mobile No.) of (Co-PI)	
Name, Email & Address, Contact (Mobile No.) (Industrial Partner)	
Project start Date	
Duration	

Reporting Period			
Completion Date			
Total Approved Budget of project indicate if there is any change			
1 st Installment (Received)	Million PKRs.	Dated:	
2 nd Installment (Received)	Million PKRs.	Dated:	
Total Funds utilized (as per <u>audit vetted expenditure statement</u>)	Attach the audit vetted Copy as annex.		
Funds adjusted in 2 nd Installment (if any) needs to be released		Saving to be surrendered	
Details of Cheque of the saved amount in favor of HEC			
Project Video provided?	Y/N (in case of No give valid reason)		

3. EXECUTIVE SUMMARY

Narrate briefly the purpose, output & outcome. How it will benefit the country i.e. generate business and employment, reduce import bill, and improve exports, future projection of business established.

4. STAFF DEVELOPMENT

How has work on the project contributed to staff development in your institution and in the partner institution?

4.1. Project Team

(Name, CNIC # Contact details email, mobile and address).

Provide Job Descriptions of each staff 1 page JD as annex to this form with photograph

5. PROGRESS VERSUS PROPOSED RESEARCH WORK PLAN:

(Section 4B as per approved project document)

What research activities have been undertaken? Has the research proceeded as planned in the proposal? (Gant Chart preferably)

Has technology transfer to partner industry taken place as planned?

5.1. Progress against outputs and impacts stated in the proposal

To what extent have the outputs and impacts in the TDF proposal been achieved? If they have not been fully achieved, please explain briefly why not and say whether they are likely to be met in the future. (200 words max.)

Give the Outputs here (as outlined in the proposal)

Give the progress against outputs here

Give the Impacts here (as outlined in the proposal)

Give the progress against impacts here

6. PROGRESS VERSUS BUSINESS PLAN (ITEM 8 OF APPROVED PROJECT)

It must cover worth of business and its impact financially and technically on society and economy of Pakistan as whole, revenue model agreed with partner industry, timeline to submit HEC 2% royalty share.

7. ROLE OF PARTNER INDUSTRY IN PROJECT AND DETAILS OF INTERACTION;

- a) **Non University Partner contribution in completion of targets/objectives.** Please highlights the activities initiated and contributed in this regard.
- b) **Copy of license agreement** (It must be on Notary Stamp form of 100 PKRs.). **The license agreement with partner is mandatory otherwise progress report is not considered valid.**
- c) **Project commercialization and integration in current setup or a new business. Explain its potential in terms of revenue generation, capacity building and employment generation.**
- d) **Frequency of mutual Visits & details of other interactions**
- e) **Pictorial Proves (R&D at Industrial level)**
- f) **Level of engagement of Industry Partner Financial & In kind (attach proves)**
- g) **Copy of Confidentiality Disclosure agreement (CDA) signed. If Not give reasons**
- h) **Material Transfer Agreement (MTA) signed. If Not give reasons**
- i) **Worth of business established (a forecast of next 5 years)**
- j) **Timeline agreed to provide royalty/profit share to University, Principal investigator**

8. PROGRESS ON PROJECT KPIS AS PROVIDED IN 1ST YEAR PROGRESS REPORT
(KPIs should be according to the approved business/work plan)

S.N	Parameter to be observed	Frequency	Time line	Score (1-10)

9. OVER ALL PROGRESS VERSUS SECTION 4.A OF APPROVED PROJECT:
(Methodology, Results and key achievements of project)

10. PATENTS

(Applied/granted) provide complete details with proves of patent/provisional patent granted or patent application filed (Attach patent copies verified by Director ORIC). Address the following and other details;

Local/International?

Specify origin of patent?

Reason of filling patent in specific origin?

Patent Holder details?

Patent application Number?

Provisional Patent Number?

Scope of Patent?

11. NUMBER OF PUBLICATION

Give proper list as Reference with impact factor and attach copies as annex

12. OVERVIEW

Please summarize the project implementation status, including details of successes and areas of difficulty. Is there any lesson learned which may be useful to future research collaboration on the Technology Development Fund model?

13. LEVEL OF SATISFACTION WITH TECHNOLOGY DEVELOPMENT FUND: a)

Team



b) Rules & Regulation



c) Coordination and facilitation



d) Support provided by University Management



e) Support provided by ORIC or relevant



f) Your recommendations for continuation of the TDF



g) Give three reasons as why this program should continue and what benefit it generate for faculty/students and industry/business.

h) Please answer briefly how support can be improved by University Management & ORIC

i) Any other comments/suggestions:

14. CHECKLIST

Note: Following documents are required:

- 2nd year/Final progress report via email in soft form and hard copy via surface mail with covering letter from ORIC
- Consolidated Audit utilization report duly verified/original/stamped/signed by the resident Auditor as per given specimen (both hard form & soft form) (**Annex –I**)
- Budget Utilization Report as per specimen given (**Annex-II**)
- Information on “Codal Formalities Performa for Completed Projects of TDF” as per given specimen (both hard form & soft form) (**Annex-III**)
- Copy of budget adjustment (if any) at the time of release of 2nd Installment (**Annex IV**)
- Copy of Confidentiality Disclosure agreement (CDA) (**Annex-V**)
- Copy of Material transfer agreement (MTA) (**Annex-VI**)
- Copy of license agreement (dually endorsed by Director ORIC/BASR or similar) (**Annex-VII**) without which progress report will not be considered and project will not be closed.
- Details of royalty share and payment method to be opted for HEC 2% share (**AnnexVIII**)
- Project outcome Report in M.S Excel (**Annex-IX**)
- Attach copies of Patents and Publication from HEC-TDF sponsored project (**Annex-X**)
- Attach 1 page short CVs/Job descriptions of Project team (PI, CO-PIs, Industry Partner, project staff hired and students supervised) (**Annex-XI**)

(Signature/ Stamp of PI)

(Signature/ Stamp of Internal Auditor)

(Signature/ Stamp of Chair Department)

(Signature/ Stamp of Director ORIC)

Note:

1. Balance amount mentioned in the utilization report will be surrendered to HEC as saving.
2. Committed amount will be treated as balance amount with the PI If proofs are provided in the form of bills verified by Director ORIC & Audit/treasury of the university.
3. Over and above cost in any budget head isn't allowed.
4. Re-appropriation of the budget at this stage isn't allowed.
5. Please attach duly verified Bank Statement of the duration of expenditure statement. 6. Expenditure statement must be verified by Director ORIC.

Budget Utilization Report (As per award letter or any other i.e. provide proof of re-appropriation approved by TDF HEC)

(Rs. in million, please avoid simple calculations)

DESCRIPTION	YEAR 1 (HEC)		YEAR 1 (Industry)		Total Amount	
	Funds received	Expense	Funds received	Expense	Balance HEC	Balance Industry
A. Salaries and Honorarium						
PI: One month/year of initial basic salary (BPS____) @						
Co-PI: One month initial basic salary for the entire duration (BPS____) @						
Patent filing						
Subtotal:						

Prototype Development Cost

B. Permanent Equipment (Please attach invoice/quotation and expected delivery date for items costing over Rs 0.1 Million)						
DESCRIPTION	YEAR 1 (HEC)	YEAR 1 (Industry)	Total Amount	Balance HEC	Balance Industry	
Subtotal:						

C. Expendable Supplies

12A. ESTIMATED BUDGET FOR THE PROPOSED RESEARCH PERIOD (Rs. In million)-continued

DESCRIPTION	YEAR 1 (HEC)		YEAR 1 (Industry)		Total Amount	
	Funds received	Expense	Funds received	Actual	Expense	Industry
D. Others						
D1. Literatur ; documentation, information, online literature search, contingencies, postage, etc.						
Subtotal:						
D2. Local Travel (Destination and Purpose)						
Subtotal:						
D3. Miscellaneous						
Audit Fee (Max. Rs 10,000)						
Accountant Fee (Max Rs. 10,000)						
Subtotal:						
Subtotal (D1 + D2 + D3):						
E. Indirect cost (University overheads)						
15% to University ORIC or 02% (in case ORIC is not notified) of Total direct costs to the university portion meet office support, utilities , etc.)						
Grand Total (HEC 1st year A + B + C + D + E) vise versa: →						
Please make sure calculations will be correct.						

Codal Formalities Performa for Completed Projects of TDF

Project/PI particulars

Title of Project

Name of PI

Project Number

Total Cost.....

Duration.....

Start Date.....

Completion Date.....

University / DAI's

E-mail (PI) Contact No.....

Sector of Institution (please tick (√) only one)

Public

Private

Brief achievement against each objective of Project.

Summary of Project (Maximum 500 words)

Out comes

i. Publication (please attach copies of mentioned publication)

Research papers (National)		Research papers (International)		Total
In impact factor journals	In non-impact factor journals	In impact factor journals	In non-impact factor journals	

ii) Research Supervised (Number of students who have **completed** research degrees under said project)

PhD produced	
M.S/M.Phil Produced	

Provide Details of each students supervised;

Name

CNIC

Contact Details (email, mobile # & Address)

iii) Patents (Numbers) attach copies verified by ORIC

Local			Foreign			Total
Submitted	Granted	Income/royalties	Submitted	Granted	Income/royalties	

iv) Major Equipment (Please give detail of equipment purchased under said project along with verified copy of entry page of university stock register)

S.No.	Name of equipment	Purpose (usage)	Entry Page in University Stock Register

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v) Linkages with other R&D organizations, universities and industries

S. No.	Counterpart organization	Type of linkage

vi) Details of product/process/industrial scale prototype developed (give brief but to the point response to each, if positive ok otherwise give reasons);

Product:

Process:

Prototype (Industrial Scale) Registration:

Standardized:

Licensed:

Copy rights:

Trade mark:

Commercialized:

Unit Cost:

Sale price:

Profit per item:

Overall Revenue/month:

Overall Revenue/year:

Terms of licensing:

Royalty share decided:

Partner Industry:

Principle Investigator

University

HEC: 2%

Sustainability and future activity

<p>Have you considered below of any in transferring technology/products other than your part (If yes please provide details i.e. MOUs, Agreements etc.)</p> <ul style="list-style-type: none"> (a) Private companies (b) Government organization (c) Non-governmental organization (d) ORICs (e) Others (please specify) (f) None of the above
<p><i>Please give examples of the sustainability of the institutional partnership, for example, new planned activity. How do you see the relationship developing and how do anticipate the partnership will be maintained?</i></p>
<p><i>Do you have plans to work with any other institution in Pakistan or abroad respectively?</i></p>

Paper presented under the said TDF project

S No.	Title of conference	Level	
		International	National

Project Statistics		
<i>Please use totals for the project as a whole for all the years it ran in below boxes</i>		
Total number of team members	Male	Female
Number of academic staff involved in TDF Project research, courses & benefitting from related activities		
Number of students involved in TDF Project research, courses & benefitting from related activities		
Number of external individuals (outside of HEIs) involved in TDF Project research, courses & benefitting from related activities. Please include who these individuals are.		
Number individuals participated in national and regional conferences.		
Number of research papers published in national & international journals.		

<p>Additional funds received from other sources. NB: Please state funding source, amount (PKRs) & if money is available directly for TDF Project activities or for wider related activities.</p>	
<p>Engagements: Project team leveraged the project to other industries in Pakistan or abroad; Give details of each and describe level of partnership</p>	

Impact of the Project on the relevant sector/Discipline

Technological Impact:

Financial Impact:

Major problems hindering the commercialization of project, solution and way forward?

ANNEX IV

Copy of budget adjustment (if any) at the time of release of 2nd Installment or any re-appropriation made.

ANNEX-V

Copy of Confidentiality Disclosure agreement (CDA)

ANNEX-VI

Copy of Material transfer agreement (MTA) with partner industry

ANNEX-VII

Copy of license agreement with Partner Industry
(Dually endorsed by Director ORIC/BASR or similar) without which progress report
will not be considered and project will not be closed.

ANNEX-VIII

Details of royalty share and payment method to be opted for HEC 2% share

ANNEX-VIII

Project outcome Report

(Provide in M.S Excel only as per format)

ANNEX-X

Attach copies of Patents and Publication from HEC-TDF sponsored project

ANNEX-XI

Attach 1 page short CVs/Job descriptions of Project team (PI, CO-PIs, Industry Partner, project staff hired and students supervised

AUTHENTICATION

.....
(Signature/Stamp of PI)

.....
(Signature/Stamp of CO-PI)

.....
(Signature/Stamp of Director Oric)

Countersigned/Stamp by Head/VC of the University/Institution

Countersigned/Stamp by Head/CEO of the Partner Industry