



Maryland Innovation Initiative - 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 TEDCO funding.

Technology Assessment Phase

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 an accounting of all Project expenditures incurred, from the accounting office to be sent directly to me. 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 final 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.
6. Final Report should not exceed 5 single sided pages.

Company Formation Phase

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, from the accounting department. 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.
8. Final Report should not exceed 5 single sided pages.

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 sgoncalves@tedco.md for review and approval by the Program Committee.

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.