

APPENDIX C: FINAL REPORT FORM AND CERTIFICATION

The Recipient agrees to submit a Final Report which includes the following:

1. Appendix C: Reporting Narrative - Project narrative report addressing questions outlined within Appendix C designed to understand the results of the project and next steps to be taken toward commercialization of the technology.
 - a. Detail the specific activities and results of the completed project. Identify how they compare with the original goals of the project.
 - b. Detail the next steps relating to commercialization of the technology including the funding of those activities.
 - c. Discuss and explain any significant variances in comparison to the approved budget if necessary.
2. Appendix C: Summary of Expenses – Compare actual expenses to the approved budget for both MTI and all Match Funding. Form available on the MTI website.
3. Supporting Documents – Provide a log of hours and payroll verification for project personnel valued at a total greater than \$1,000 per individual.
4. Supporting Documents – Provide invoices/receipts or proof of payment for all individual non-personnel related project expenditures greater than \$1,000.
5. Additional information specific to the approved project required by MTI to include:

By signing this form, I certify that, to the best of my knowledge that: (1) activities were conducted as described in the Application (Appendix A) and Budget Summary (Appendix A – Form B), unless otherwise indicated in writing, and summarized in the above Narrative; (2) all expenses incurred as part of the Project have been documented as required by MTI, and any significant variances to the proposed budget have been reported and documented as required by MTI; and (3) the Company shall maintain all financial and technical documents pertaining to this Grant and this Final Report until the Agreement Termination Date.

☐ Check here if you are considering applying for an MTI Seed Grant, Development Loan or SBIR/STTR.

Recipient Signature

Title

Printed Name

Date

